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| **Sec-Priv&Conf** | **Identify and apply privacy, confidentiality, and client requirements when working with clients** |

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| **Kaupae |** Level | 3 |
| **Whiwhinga |** Credit | 6 |
| **Whāinga |** Purpose | People with this skill standard will be able to identify and apply privacy, confidentiality, and client requirements in a security context. |

**Hua o te ako me Paearu aromatawai |** Learning outcomes and assessment criteria

| **Hua o te ako |** Learning outcomes  | **Paearu aromatawai |** Assessment criteria |
| --- | --- |
| 1. Identify and apply privacy requirements when working with clients
 | 1. Learner keeps client information secure.
 |
| 1. Learner respects the privacy of individuals.
 |
| 1. Identify and apply confidentiality requirements when working with clients
 | 1. Learner maintains the confidentiality of client information.
 |
| 1. Learner uses client information only for its intended purpose.
 |
| 1. Identify and apply specific client requirements
 | 1. Learner ensures that client information is destroyed in accordance with client requirements.
 |

**Pārongo aromatawai me te taumata paearu |** Assessment information and grade criteria

*Assessment specifications:*

This skill standard may be assessed in a security workplace or using scenarios that realistically reproduce the conditions of a security workplace.

Activities are carried out in accordance with workplace health and safety requirements.

***Ngā momo whiwhinga |*** *Grades available*

Achieved

**Ihirangi waitohu |** Indicative content

The learning outcomes of this skill standard are established within the kaupapa of seeking clarification and learning - actively receiving and responding to instruction.

The principles of kaitiakitanga, manaakitanga, whanaungatanga and kotahitanga are under the rangatiratanga of mana whenua and must underpin all learning in this skill standard. Refer to Skill standard design principles in the Guidelines for approval and listing of skill standards Interim draft on NZQA:

* Rangatiratanga: Empowerment – Leadership of self and others
* Manaakitanga: Collaboration – Support and service to others
* Whanaungatanga: Belonging – Relationships are valued
* Kaitiakitanga: Stewardship – Care and responsibility for all learning
* Pūkengatanga: Skills – Skills, knowledge, and abilities
* Te reo Māori and reo tangata: Expression – Diversity in language and culture within learning is valued.
* SOPs
* Respect privacy of individuals
* Protect and secure information people and assets
* Use information as intended
* Collect information for intended use
* Privacy is about people, confidentiality is about information
* Recording and updating information accurately
* Breaches/consequences
* Knowledge of relevant legislation

**Rauemi |** Resources

* Privacy Act 2020
* Relevant client policies and procedures
* Organisational policies and procedures

**Pārongo Whakaū Kounga |** Quality assurance information

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| --- | --- |
| **Ngā rōpū whakatau-paerewa |** Standard Setting Body | Ringa Hora Services Workforce Development Council |
| **Whakaritenga Rārangi Paetae Aromatawai |** DASS classification | Law and Security > Security > Security Staff Services |
| **Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga |** CMR | 0003 |

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| **Hātepe |** Process | **Putanga |** Version | **Rā whakaputa |** ReviewDate | **Rā whakamutunga mō te aromatawai |** Last date for assessment |
| **Rēhitatanga |** Registration  | 1 | [dd mm yyyy] | [dd mm yyyy] |
| **Arotakenga |** Review | <type here> | [dd mm yyyy] | [dd mm yyyy] |
| **Kōrero whakakapinga |** Replacement information | This skill standard will replace unit standards 27357, 27366, 27368, and 31604. |
| **Rā arotake |** Planned review date | 31 December 2029 |

Please contact Ringa Hora Services Workforce Development Council at qualifications@ringahora.nz if you wish to suggest changes to the content of this skill standard.