Use safe and secure practices when working with digital systems

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Overview   This standard is about protecting hardware, software and the data within an IT system against theft, malfunction and unauthorised access.

It involves staying safe online, reporting any safety issues and following guidelines about the use of IT. It includes using unique passwords, running virus protection software and backup systems; also protecting digital devices and printed information.

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Performance criteria

You must be able to:

1. take appropriate safeguarding precautions when working online
2. run security software as required to protect digital systems from viruses and malware
3. maintain secure systems by using unique and secure PINs and passwords
4. follow secure practices to protect sensitive information online in line with organisational guidelines
5. conduct online transactions in line with organisational guidelines
6. take precautions in line with organisational data protection policies to protect against loss or theft of mobile devices and printed information
7. comply with laws, regulations and organisational safety and security practices for using digital systems

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Knowledge and understanding

You need to know and understand:

1. laws, regulations and organisational guidelines governing the security of digital systems including IT health and safety and good practice
2. how to report breaches of security or suspicious online behaviour
3. dangers of computer viruses, and how to minimise risks
4. risks to data security when working online
5. risks to user safety and privacy when working online
6. security precautions that need to be addressed when connecting to the internet
7. how to identify secure internet sites
8. the need for safety and security practices when working online
9. the concept of password strength
10. the importance of organisational guidelines and policies for aspects of digital security and the implications of breaches of security
11. the use of system-generated passwords and password keepers
12. risks associated with downloading software

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