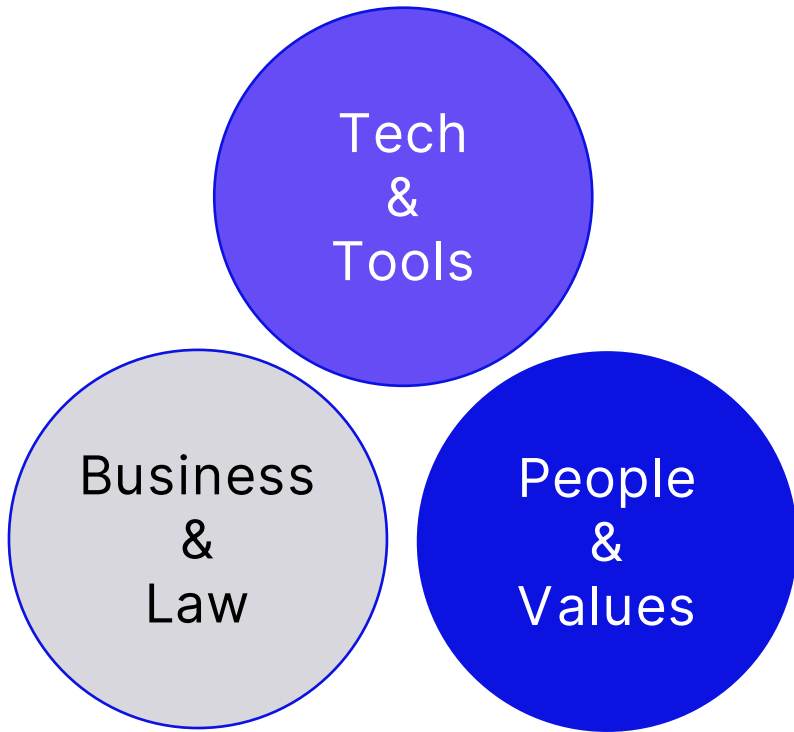


Data Protection Competency Framework

Competency Card



Information Handlers



Depends
Data Protection

How to use these competency cards



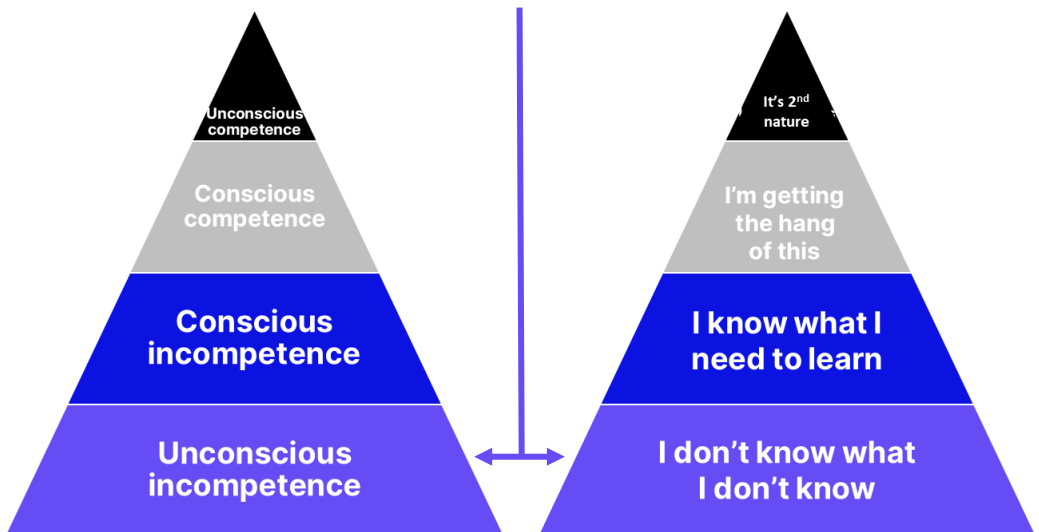
There are 16 behaviours that support compliance and good practice in data protection.

1. Consider each of the 16 “You” statements.
2. Rate how competent you feel about meeting what the statement says, using the scales below.

For example:

To what extent do *“You understand and use key data protection terms correctly when they are relevant to your role?”*

Response: *“I don’t really know the key data protection terms! – I don’t know what I don’t know!”*





Data Protection Law

Language
&
concepts

Principles
& Rights

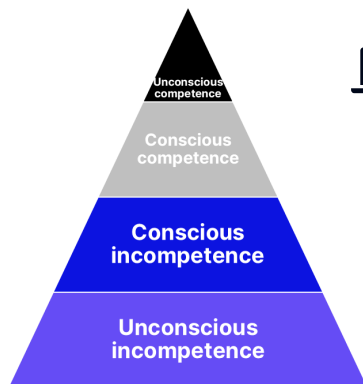
Human
risk

Strategy

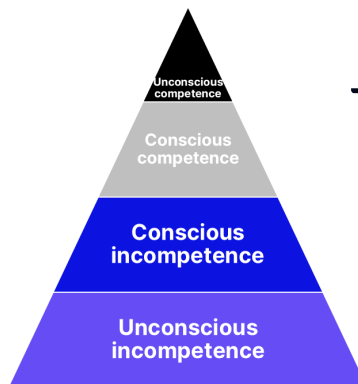
Vision,
Mission,
Strategy

Business
risk

Risk
Management



Depends
Data Protection



You understand and use key data protection terms correctly when they are relevant to your role.

You look for ways to apply the DP Principles to your working practices, recognising and responding appropriately to rights requests.

You recognise and promote the benefits of good practice in data protection; for your organisation, people and wider society.

You can describe, or give examples of, 'human risks', and recognise how/when they might arise.

You recognise and work within organisational controls for managing data protection risk

vision,
Mission,
Strategy

management



Depends
Data Protection



Culture

Communication

Values
&
Ethics

Sharing for
good

Unconscious
competence

Conscious
competence

Conscious
incompetence

Unconscious
incompetence

Policies
&
Procedures

Transparency

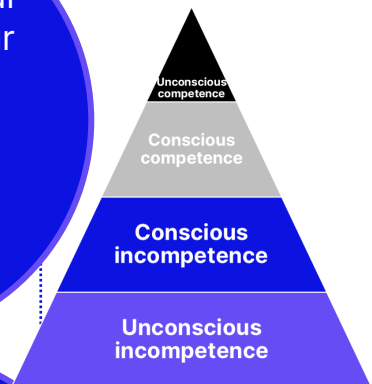
Decision
making

Reporting

Accountability
&
Governance



Depends
Data Protection



You take steps to keep your working practices aligned with the organisation's values and ethics.

You only disclose personal data outside your organisation when you are confident that doing so is necessary and lawful.

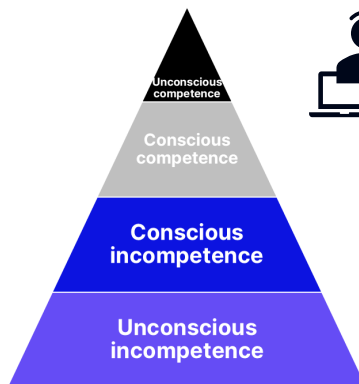
You are diligent and careful about adhering to your organisation's data protection-related policies and procedures.

You can explain how and why you are processing personal data; recognise rights requests and know what steps to take.

You know and reference organisational policy and guidance on data protection when making decisions.

You report data protection incidents, breaches and problems promptly through the appropriate channels.





Technology

Literacy
&
Acceptable
Use

Privacy
Enhancing
IT

Quality
&
Monitoring

Assurance

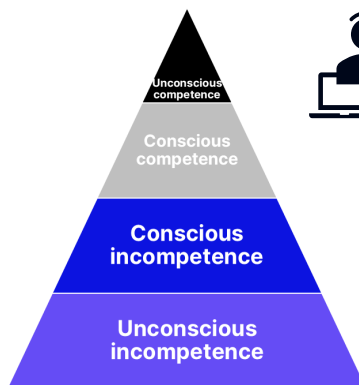
Data
Protection
Records

Data
Management

Record
keeping



Depends
Data Protection



You use workplace technologies safely and securely.

You make use of Privacy-Enhancing Technologies where they are available

You keep an eye out for potential data protection problems, and resolve or escalate issues when you notice them.

You can describe how your organisation's data protection record-keeping requirements relate to your role.

You organise and manage your individual data stores in line with organisational standards, and comply with procedures for managing data in shared data systems.



Depends
Data Protection