

**SKILLS FRAMEWORK FOR SEA TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	Data Analytics and Information Technology Management					
TSC	Data Governance					
TSC Description	Develop, implement and practice guidelines, laws, and regulations across the organisation for the handling of data at various stages in its lifecycle as well as the provision of advice on proper data handling and resolution of data breaches					
TSC Proficiency Description	Level 1	Level 2	Level 3 STP-SNA-2008-1.1-1	Level 4 STP-SNA-3008-1.1-1	Level 5 STP-SNA-4008-1.1-1	Level 6
			Identify and select appropriate scenarios to practice and adhere to data usage, data management and data protection guidelines and policies across lifecycle	Implement guidelines, laws, statutes and regulations on appropriate handling of data at various stages in their lifecycle, and monitor compliance with data policies	Develop organisation practices and standards for handling data throughout their lifecycle, resolve breaches, and oversee transfer of data between organisations	
Knowledge			<ul style="list-style-type: none"> • Data and privacy policies, laws and regulations • Organisational data governance framework • Legal and regulatory requirements on data use and data privacy • Ethical and responsible data use principles 	<ul style="list-style-type: none"> • Stages of the end-to-end data lifecycle • Standard practices for proper data handling • Required approvals for data handling at different stages of the data lifecycle • Relevant ethical guidelines in the industry • Indicators of a data breach 	<ul style="list-style-type: none"> • Organisation's perspective on fundamental Information Technology (IT) and data principles • Impact of poor data quality and practices on the business • Strategies to mitigate poor data practices • Legal parameters or business implications of data handling • Underlying ethical principles governing data handling practices • Privacy laws in a range of organisations, and similarities or differences from own organisation • Possible treatment of data breaches 	
Abilities			<ul style="list-style-type: none"> • Identify relevant data guidelines, laws, statutes and regulations within daily scope of work 	<ul style="list-style-type: none"> • Roll out data guidelines, laws, statutes and regulations within the organisation 	<ul style="list-style-type: none"> • Develop organisation practices for handling the lifecycle of data 	

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			<ul style="list-style-type: none"> • Identify and execute relevant data usage and data privacy processes and procedures when dealing with customers' data • Review and ensure data quality during data handling • Highlight misalignments between practice and policy relating to data management and governance • Escalate data governance issues to relevant stakeholders for resolution 	<ul style="list-style-type: none"> • Develop detailed guides on ways to appropriately handle data throughout its lifecycle • Communicate internal standards for information lifecycle management to employees • Obtain necessary approvals when gathering, handling, processing, storing and using data • Oversee transfer of data within the organisation • Monitor compliance with data policies, workflows and rules • Ensure update of processes and procedures according to changing legal and regulatory requirements • Investigate data breaches • Identify corrective actions for data breach or potential data misuse scenarios 	<ul style="list-style-type: none"> • Develop internal standards to guide data capture and validation, access, usage, masking, storage, archival and retention • Initiate process and programmes to mitigate business risk of poor data quality and practices • Clarify ethically questionable situations at various stages of the data or information life cycle • Oversee transfer of data between organisations governed by the same privacy laws • Anticipate legal implications of data handling processes • Resolve data breaches 	
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