

**SKILLS FRAMEWORK FOR SECURITY  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Information Management					
<b>TSC</b>	Confidentiality Management					
<b>TSC Description</b>	Develop a set of rules to control access to information					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		<b>SEC-IFM-2001-1.1</b>	<b>SEC-IFM-3001-1.1</b>	<b>SEC-IFM-4001-1.1</b>		
		Apply Standard Operation Procedures (SOPs) to control information dissemination	Implement strategies to control information dissemination	Develop Standard Operation Procedures (SOPs) to control information dissemination		
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Organisational procedures for security operations</li> <li>• Importance of client confidentiality</li> <li>• Knowledge of legal obligations</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational procedures for security operations</li> <li>• Importance of client confidentiality</li> <li>• Knowledge of legal obligations</li> <li>• Basic principles of intellectual property (IP), including IP law and breaches of confidence</li> <li>• Types of client's intellectual property and their requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Organisational procedures for security operations</li> <li>• Importance of client confidentiality</li> <li>• Knowledge of legal obligations</li> <li>• Basic principles of intellectual property (IP), including IP law and breaches of confidence</li> <li>• Types of client's intellectual property and their requirements</li> </ul>		
<b>Abilities</b>		<ul style="list-style-type: none"> <li>• Retrieve and study site security operations procedures</li> <li>• Record relevant information for site inspections</li> <li>• List details of security operations procedures and formulate inspection checklists</li> <li>• Ensure safety, security and confidentiality for all information relating to clients' security operations</li> <li>• Maintain records in accordance with legislative and organisational requirements</li> <li>• Non-disclosure of Standard Operation</li> </ul>	<ul style="list-style-type: none"> <li>• Identify relevant measures to be taken to protect clients' confidentiality</li> <li>• Prevent unauthorised usage of client information</li> <li>• Evaluate risks associated with managing clients' intellectual property</li> </ul>	<ul style="list-style-type: none"> <li>• Develop information dissemination policies</li> <li>• Develop Standard Operation Procedures (SOPs) based on security policies</li> <li>• Conduct briefings to security teams on information dissemination policies</li> </ul>		

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		Procedures (SOPs) to public <ul style="list-style-type: none"><li>• Non-disclosure of clients' information to unauthorised personnel</li></ul>				
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