

Analyse the ethical and legal issues in the collection and use of data in a public sector context

Level 5

Credits 4

Purpose This unit standard is designed for people employed in the public sector in positions where they are required to interpret statistical data to make and/or report decisions.

People credited with this unit standard are able to assess and describe legal and ethical issues relating to the collection and use of data in a public sector context and identify, and analyse issues and make recommendations relating to the impact on respondents of the collection and use of data in a public sector context.

Subfield Public Sector Services

Domain Public Sector Core Skills

Status Registered

Status date 21 May 2010

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Entry information It is recommended that candidates have at least 14 credits from level 1 in the mathematics domain or demonstrate equivalent knowledge and skills.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) Learning State (trading name of the Public Sector Training Organisation)

Accreditation and Moderation Action Plan (AMAP) reference 0121

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 Reference
Reference information to assist with this unit standard can be obtained from the Statistics New Zealand website at <http://www.stats.govt.nz> or the specific government ministry, department or agency in which the candidate works.
- 2 Legislation and regulations relevant to this unit standard include but are not limited to State Sector Act 1988, Human Rights Act 1993, Protected Disclosures Act 2000, Official Information Act 1982, Privacy Act 1993, Statistics Act 1975, New Zealand Public Service Code of Conduct 2005 or its replacement, Standards of Integrity and Conduct, as from 30 November 2007 and any relevant legislation applicable to specific government ministries, departments and agencies whose employees are supplying evidence for assessment against this unit standard.
- 3 Definitions
Assess refers to the process of judging that the material is fit for purpose including the relevance, quality, origins and currency of the sources of the material.
- 4 Security and confidentiality requirements will differ depending on the requirements of the government ministry, department or agency using the data.
- 5 Assessment for this unit standard will be based on two major data collection case studies, and additional reports and datasets as required.

Elements and performance criteria

Element 1

Assess and describe legal and ethical issues relating to the collection and use of data in a public sector context.

Range description should include but is not limited to – United Nations fundamental principles for Official Statistics, privacy, security, confidentiality and ethical issues.

Performance criteria

- 1.1 The collection and use of data in a public sector context is described and assessed in terms of meeting legislative requirements.

Range includes but is not limited to – Privacy Act 1993, Statistics Act 1975, departmental legislation.
- 1.2 Privacy, security and confidentiality protection procedures for official statistics are described and assessed.

- 1.3 The collection and use of data in a public sector context is described and assessed in terms of meeting ethical requirements.

Range ethical issues (not raised in the previous Acts) may include but are not limited to – United Nations fundamental principles for Official Statistics, response burden, cultural practices, re-use of data, barriers to access to data, inappropriate question design, specific ethical requirements such as health, education, impartial analysis of data, fair release practices (covered in Statistics Act), whether the data will be re-used in future studies (secondary use), use of ‘opt-in’ and ‘opt-out’ surveys, incentives or ‘proxy’ information, statistical versus operational use of data.

Element 2

Identify and analyse issues and make recommendations relating to the impact on respondents of the collection and use of data in a public sector context.

Performance criteria

- 2.1 The impacts of collection and use of data on respondents are identified, analysed and described.

Range impacts may include but are not limited to – refusal, response and call-back rates, levels of editing and imputation, accuracy of responses, trust in government, and response rates of future surveys.

- 2.2 Recommendations are made for reducing the impacts of the collection and use of data on respondents.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact Learning State (trading name of the Public Sector Training Organisation) qualifications@learningstate.govt.nz if you wish to suggest changes to the content of this unit standard.