

# IT Security for users

## About this unit

### Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2D It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

### What it is about

#### Who is this unit for?

This unit is suitable for you if your work involves the knowledge of how to avoid common security risks and control access to software and data; and using a wider range of methods to protect software and data (eg from exchanging information by e-mail or when downloading software from the Internet).

#### At the end of this unit you will be able to

Select and use appropriate methods to keep common security risks to a minimum.

## What you need to do

### Protect

- 1 Set password levels on software and data.
- 2 Make backups of operating system data, where necessary.
- 3 Download software patches to fix any security flaws.
- 4 Take appropriate action to keep risks to a minimum, when downloading software.
- 5 Take action to avoid risks from receiving and opening attachments from e-mails.

## What you need to know and understand

### Security risks

- A Risks of downloading software from the Internet.

### Control access

- B Ways to control access to common storage media.
- C Ways to control other people from editing data.
- D Ways to control access to common software.

## Laws and guidelines

- E What and how different IT activities are affected by laws and guidelines, such as storing names and addresses, downloading images from the Internet or sending inappropriate e-mails.

## What proof you need

You will need to produce at least **two comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace (or from a simulated activity)
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit