

Unit assignment

Business



Explain the legal and ethical issues in relation to the use of business information Explain the operational issues in relation to the use of business information Analyses the legal, ethical and operational issues in relation to the use of business information, using appropriate examples Candidate's declaration: hereby certify that the work I have submitted for this assignment is entirely my own.

Candidate's name: Candidate's signature: Approved assignment internally verified by: Julie Nitwit November 2014 Declaration date: Scenario The business has decided it is time to update the staff handbook, and it is aware that an increasing number of employees are handling data on a day-to-day basis with limited knowledge of how to do this correctly. In small groups you have been asked to help by producing three sections of the handbook, either for the published handbook or the business intranet, on issues related to the use of information.

These sections should give good explanation of these issues followed by an analysis of their importance. TASK 1 UP UP In groups of 3, produce a handbook explaining how staff are expected to adhere to legal issues in relation to the use of business information – one example could be data protection. You must also explain how staff should follow ethical and operational procedures, so again you should give an indication of expected behavior towards customers which would not compromise the company but help it to be viewed favorably and finally, think of ways to encourage staff to improve the smooth running and efficiency of the company.

It is advised that you follow the guidance sheet to ensure you cover the requirements of the criteria. **TASK 2 MM** Within your handbook, following on from Task 1 above, you must now analyse the legal, ethical and operational issues. Think of the situations discussed earlier and state whether you feel the actions you have suggested are effective. If they are, state how but if they are not give an explanation of your concerns. This additional information can be placed at the end of each section but must be clearly indicated. Guidance Sheet with limited knowledge of how to do this correctly.

In small groups you have been asked to help by producing three sections of the handbook, either for the published handbook or the business intranet, on issues related to the use of information. These sections should give good explanation of these issues followed by an analysis of their importance. The sections must cover the following areas: Legal issues in relation to the use of information (UP/MM) Ethical issues in relation to the use of information (UP/MM) Operational issues in relation to the use of information (UP/MM) As this is information for a handbook attention should be paid to layout, fonts used, font size, use of color etc. You should also include relevant pictures, diagrams, clip art etc. To illustrate your handbook sections. **TASK 1** Please ensure completion of the emboldened text to legal, ethical and operational issues in relation to the use of information within the organization. Ensure the following is covered: 1a. Legal issues UP 1. Identify and explain the laws which have been passed to protect the use of business information. 2. Some acts set out the rules and regulations to be followed others set out what is illegal – provide this information 3.

Some acts have 'exemptions' give examples You may include a number of acts but should also include the following: Data protection Freedom of Information Act 2000 Copyright Law b. Ethical issues UP 1 . You should begin by explaining what the term 'Business Ethics' mean? 2. What does the term 'Whistle Blower' mean? Give an example. 3. What does the term 'Policies' mean? Again, give an example. Policies and procedures This could relate to the expected behavior towards customers to avoid compromising the company.