### Skills Framework for Security

#### Technical Skills & Competencies (TSC) Reference Document

**TSC Category:** Information Management  
**TSC:** Confidentiality Management  
**TSC Description:** Develop a set of rules to control access to information

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<tbody>
<tr>
<td></td>
<td>SEC-IFM-2001-1.1</td>
<td>SEC-IFM-3001-1.1</td>
<td>SEC-IFM-4001-1.1</td>
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<tr>
<td>Apply Standard Operation Procedures (SOPs) to control information dissemination</td>
<td>Implement strategies to control information dissemination</td>
<td>Develop Standard Operation Procedures (SOPs) to control information dissemination</td>
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**Knowledge**

- Organisational procedures for security operations  
- Importance of client confidentiality  
- Knowledge of legal obligations  
- Organisational procedures for security operations  
- Importance of client confidentiality  
- Knowledge of legal obligations  
- Basic principles of intellectual property (IP), including IP law and breaches of confidence  
- Types of client’s intellectual property and their requirements  
- Organisational procedures for security operations  
- Importance of client confidentiality  
- Knowledge of legal obligations  
- Basic principles of intellectual property (IP), including IP law and breaches of confidence  
- Types of client’s intellectual property and their requirements

**Abilities**

- Retrieve and study site security operations procedures  
- Record relevant information for site inspections  
- List details of security operations procedures and formulate inspection checklists  
- Ensure safety, security and confidentiality for all information relating to clients’ security operations  
- Maintain records in accordance with legislative and organisational requirements  
- Non-disclosure of Standard Operation  
- Identify relevant measures to be taken to protect clients’ confidentiality  
- Prevent unauthorised usage of client information  
- Evaluate risks associated with managing clients’ intellectual property  
- Develop information dissemination policies  
- Develop Standard Operation Procedures (SOPs) based on security policies  
- Conduct briefings to security teams on information dissemination policies

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<table>
<thead>
<tr>
<th>Procedures (SOPs) to public</th>
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<tbody>
<tr>
<td>Non-disclosure of clients’ information to unauthorised personnel</td>
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