

Dear Parents / Students

Due to the unprecedented situation, Knowledgeplus Training center is mobilized and will keep accompanying and supporting our students through this difficult time.

We thank you for your trust and are convinced that, together, we will overcome these troubled times

Advanced Computing – Week 7

Privacy and Integrity of data

Data Privacy

Data privacy means protecting data from unauthorized access, use, disclosure, disruption, modification or destruction.

Integrity of data

Integrity of data means that data cannot be modified without permission. Integrity is violated when an employee accidentally or with malicious intent deletes important data files when a computer virus infects a computer, when an employee is able to modify his own salary in a payroll database, and so on.

The Data Protection Act

- Data must be acquired and processed lawfully. A company cannot break into your house to gather data
- Personal data must not be passed to other organisations without the consent of the data subject. Many forms have small boxes to tick if you don't want data passed on – very easy to neglect
- Data must only be used for a specific purpose.
Data collected for a credit agreement cannot be used for marketing
- Personal data should be accurate and up to date.
There is a need for good verification and validation techniques here.
- There should be a way that data subjects can be made aware of the data held about them and provision made to allow corrections.
- Good practice would have a printout of data sent to the subject from time to time. At other it is reasonable for the data user to receive notice of a request to view data and make a reasonable change.
- Suitable measures should be taken to ensure the safety of personal data. All the reasonable methods of backups and other file security methods should be taken.
- The data held should be the minimum required for the purpose. There is no justification in asking many extra questions so that future mail shots can be sent.

- Data should not be kept longer than is reasonable. Once the purpose has been fulfilled there is no reason to keep personal data for ever.

Theory Questions

Q1: Circle the right answer

- 1) Which of the following is a negative effect of the growth of the internet shopping?
 - A. Small shops can go out of business.
 - B. People can shop 24 hours a day.
 - C. Prices can quickly be compared between stores.
 - D. A wider catchment area for customers.
- 2) What is the name given to buying and selling things on the internet?
 - A. Electronic banking
 - B. Teleworking
 - C. Video conferencing
 - D. Electronic commerce
- 3) Use of anti-glare screen can help users to cut down on screen reflections that can prevent
 - A. Neck ache
 - B. Repetitive strain injury
 - C. Eye strain
 - D. Back ache
- 4) Which of the following is not part of multimedia?
 - A. Animation
 - B. Text
 - C. Video
 - D. Mobile phone
- 5) Another name for online banking would be
 - A. Internet banking
 - B. Direct debit
 - C. Refilling banking
 - D. All the above

Q2: Indicate whether the following statements are true or false.

- a) Computers can function without software.
- b) Without software hardware is useless.
- c) Programmers are computer specialists who create software.
- d) A graphic software is a system software.
- e) Operating system is a system software used to control the hardware.
- f) A program is a set of information.
- g) Hardware is an example of an application software.
- h) Hardcopy and softcopy are the two main types of software.
- i) Creating software is an easy task.

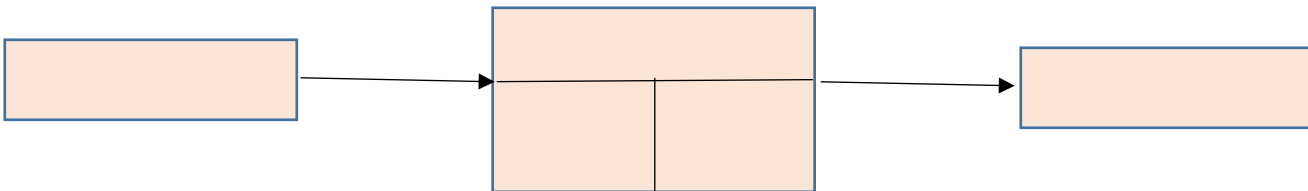
Q3: Fill in the blanks with the most appropriate words given below. Each word may be used more than once.

Programming	Programmers	Operating system	Word processor	Programs
Operating system	software	Spreadsheet	Application software	System Unit

- a) Software refers to thethat tell the computer what to do.
- b) Withouthardware is of no use.
- c) Computers needto do even a simple task like adding two numbers.
- d) Software is written by a team of computer specialists called
- e) Software is basically classified into two main categories: and
- f)languages are used to create software.
- g) andare examples of application software.
- h)is a type of system software.
- i)

Q4:

- a) Label the diagram of a central processing unit(CPU) with the following terms: Input, Output, ALU, Main Memory, Control Unit.



- b) Name the 3 main parts of the central processing unit and state the function of each one.

Q5: Define the following terms used in Word Processing

- i. Paragraph Formatting
- ii. Cut and Paste
- iii. Scroll Bar