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.

Our Staff will be continuously, **sending notes and exercises on a weekly basis** through **what's app and emails**. Students are requested to **copy the notes and do the exercises** on their copybooks.

The answers to the questions below will be made available on our website on **knowledgeplus.mu/support.php**.

Please note that these are extra work and notes that we are providing our students and **all classes will be replaced during the winter vacation.**

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

Proficiency of Software package – Week 2

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.

Security Measures

1. **Authentication and Authorization**

   - Remove or disable accounts upon loss of eligibility
   - Separate user and administrator accounts.
   - Use unique passwords for administrator accounts

- Control repeated unccessful login-attempts
- Enable session timeout
- Enforce least privilege

2. Firewall

System must be protected by a firewall that allows only those incoming connections necessary to fulfill the business needs of that system.

A firewall is a software program or piece of hardware that helps screen out hackers, viruses and worms that try to reach you computer over the Internet.

3. Password Protection

All accounts and resources must be protected by passwords

4. Digital Signature

It is basically a way to ensure that an electronic document (e-mail, spreadsheet, text file, etc) is automatic. Authentic means, you know who created the document and you know that it has not been altered in any way since that person created it. Digital signatures rely on certain types of encryption to ensure authentication.

Data Protection Act

- Data may only be used for the specific purposes for which it was collected.
- Individuals have a right of access to the information held about them, subject to certain exceptions(for example, information held for the prevention or detection of crime)
- Personal information may be kept for no longer than is necessary and must be kept up to date.
- The departments of a company that are holding personal information are required to have adequate security measures in place. Those include technical measures(such as firewalls) and organizational measures (such as staff training)
- Subjects have the right to have factually incorrect information corrected (note: this does not extend to matters of opinion)
- Data must be acquired and processed lawfully. A company cannot break into your house to gather data.

1. **Write True or False**

   a) It is easier to update the information of patients when we make use of a computerized hospital management system.
   b) We can only withdraw money from an ATM .
   c) Computers are only used in offices.
   d) A supermarket can make use of an automatic stock control system to detect the price of products.
   e) Complex surgeries cannot be monitored by computers
   f) CT stands for computer Terminal.
   g) Electronic Funds Transfer is a term that refers to the transfer of electronic money to take place.
   h) Architects often make use of CAD software to design the model of a house or building .
   i) Expert Systems can be used to track boo loans in a library.

2. **Match the following**

Social networking website	• It is used to examine inside the human body
Electronic learning	• It is used to communicate with other people
Payroll system	• It should be reliable by preventing the same seat from being booked more than once
MRI scanner	• It is used to calculate the salary of employees
Booking System	• It allows students to study at home

3. **What do the following acronyms stand for:**

   a) CAD
   b) EFT
   c) CAM
   d) EFTPOS
   e) CT
   f) ATM
   g) RFID
   h) AI
   i) MRI
   j) MICR

4.

    a) What do you understand by the term Operating System?

    b) List down 8 functions of the Operating System.

    c) List down two examples of an Operating System

5.

    a) What does a UPS stand for?

    b) What is the function of a UPS?

6. State which form of backing storage medium is suitable for:

    a) Backing up small files for personal use.

    b) Storing the operating system on a personal computer.

    c) Performing a network backup.

    d) Archiving account details which are no longer regularly used.

7. A company stores details of all it's stock on a computer system.Explain why the data is held on a hard disk instead of a CD-ROM.

8.

    a) Explain what is a bar code?

    b) What device is used to read a bar code?