



GRE TSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS MAY - AUGUST 2023 SEMESTER

DIPLOMA IN RECORDS AND ARCHIVES MANAGEMENT

COURSE CODE: DILS 011

COURSE TITLE: INFORMATION ETHICS AND LEGAL ISSUES

DATE: 31 JULY 2023

TIME: 8:00 AM - 11:00 AM

INSTRUCTIONS TO CANDIDATES

- 1. SECTION A IS COMPULSORY.**
- 2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.**
- 3. DO NOT WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.**
- 4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.**

CAUTION: *All exam rooms are under CCTV surveillance during the examination period.*

SECTION A: COMPULSORY

QUESTION ONE

- a) Discuss **two** types of legal protection under intellectual property [10 marks]
- b) Briefly highlight how an average person benefits from intellectual property rights [10 marks]
- c) Briefly describe the Kenyan Judicial Structure with the help of a diagram [10 marks]
- d) Discuss **two** challenges anticipated in the implementation of a code of ethics [10 marks]

SECTION B: ANSWER ANY THREE QUESTIONS

QUESTION TWO

Alice, a Web developer entered into a contract with Greta University to redesign its OPAC within 1 year at a cost Ksh 120000.

- a) Discuss **two** reasons why Alice and Greta University should sign a contract before Alice begins working on the OPAC [10 marks]
- b) Briefly discuss **five** factors that should be captured in the contract [10 marks]

QUESTION THREE

- a) With examples, explain the importance of records retention policy in a records center [10 marks]
- b) Explain the purpose of data protection act in relation to management of records [10 marks]

QUESTION FOUR

Organizations regularly collect personal data of customers and stakeholders such as name, phone number, email address etc.

- a) Outline the obligations of organizations to customers and stakeholders as far as their personal data is concerned [10 marks]
- b) Discuss **five** challenges organizations face in protecting the privacy of information collected in the operations of the organization [10 marks]

QUESTION FIVE

- a) Highlight and briefly explain **Five** main challenges that confront records and archives Managers in their attempt to be ethical at workplace [10 marks]
- b) Discuss **Two** merits and demerits of applying and using standards in records and archives management [10 marks]