

## Privacy Principles

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### Course Summary

#### Description

This 20-minute course provides an overview of basic privacy policies and procedures, including both Personally Identifiable Information (PII) and proprietary business information.

#### Objectives

Upon completion of the course, students will learn

- Defining privacy and information that needs to be protected
- Employees' privacy responsibilities
- Best practices for protecting private information
- Privacy incident reporting procedures

#### Topics

- I. Privacy Overview
  - A. Privacy Introduction
  - B. Common Privacy Incidents
  - C. Identifying Personally Identifiable Information
  - D. The Importance of Protecting Personal Information
- II. Handling Personal Information
  - A. Your Responsibility in Handling Personal Data
  - B. Privacy Policies and Procedures
  - C. Basic Security Procedures
  - D. Privacy Incident Reporting
- III. Next Steps
  - A. Course Summary
  - B. Accessing Additional Information
- IV. Assessment

#### Duration

Twenty Minutes