

Data Security and Data Privacy in the Workplace

Course Outline – All Employees

Module	Learning Objectives	# of Configurable Pages
Digital Hygiene	<ul style="list-style-type: none">• Recognize how to keep work/personal devices secure.• Examine best security and privacy practices for working remotely.• Summarize how to create strong passwords to guard against breaches by threat actors.	4
Data Privacy 101	<ul style="list-style-type: none">• Describe the types of information and the reasons to safeguard them.• Illustrate the basic principles of data processing and their purposes.• Examine best practices to securely store, dispose, and sanitize information.	4
Data Processing	<ul style="list-style-type: none">• Choose what data to use and hold to accomplish a specified purpose.• Summarize how to safeguard against unauthorized access to and use of information.	4

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Data Security 101	<ul style="list-style-type: none">• Identify thoughts and habits that can leave organizations vulnerable to attack.• Describe ways threat actors break into organizations and their results.• Illustrate common types of phishing attacks and how to identify/stop them.• Summarize the employees' roles and responsibilities for workplace security.	4
Data Protection	<ul style="list-style-type: none">• Practice protection strategies for dealing with sensitive information.• Practice prevention strategies for defending your organization against attacks.• Demonstrate responsibility to identify, report, and stop phishing attacks.	4
Data Privacy & Security in the Age of AI	<ul style="list-style-type: none">• Describe data privacy and security concerns and risks associated with AI technologies.• Examine how existing data privacy laws and legislation can be applied to the development and use of AI technologies.• Illustrate strategies for using AI responsibly at the workplace.• Summarize the best security and privacy practices in the Age of AI.	4