



## PRIVACY DIRECTIONS™ 201: Human Resources

*Privacy Directions™ 201: Human Resources is a 45 minute online awareness course designed to provide prescriptive best practices for Human Resource professionals.*

*This course teaches these professionals how to balance the ability to monitor employees with the reasonable needs of the organization to do so. It is designed to create a comprehensive awareness of best practices for managing employee information, respecting the individual's dignity, safeguarding their personal information and protecting the organization's objectives.*

*Privacy Directions™ 201: Human Resources is written for HR professionals in private and public organizations, individuals supporting HR functions and managers with access to employee personal information. The included HR functions are Recruiting, Employee Management and Benefits Management for full and part-time employees as well as contract employees. The course is based on globally-accepted standards for worker privacy.*

*The course learning objectives include:*

- *Understand the value of respecting and protecting personal information*
- *Understand privacy principles and their application to the stages of the data life cycle*
- *Empower individuals to integrate privacy practices into their daily working tasks*
- *Create an informed HR management staff capable of answering privacy-related questions*
- *Recognize and manage breaches of privacy policies and practices*

### Outline of Key Topics

#### **Lesson 1: Introduction**

- Value of respecting and protecting PII
- Basis for best information practices in HR
- Recognizing privacy and security challenges
- Importance of privacy to HR operations
- Personal information
- Privacy and security principles

#### **Lesson 2: Recruiting**

Principles: relevance, need-to-know, safeguards, limited purpose

- Disclosures for applicants
- Access privileges to applicant information
- Document management

#### **Lesson 3: Interviewing & Hiring**

Principles: relevance, need-to-know, safeguards, limited purpose

- PII disclosures
- Information collection for new hires
- Employee privacy disclosures

#### **Lesson 4: Managing Employee Information**

- Identity and PII
- Performance and management
- Monitoring and benefits
- Information management

#### **Lesson 5: Outsourcing**

- Vendor selection
- Reporting and analysis

#### **Lesson 6: Special Cases**

- Acquisitions, mergers and re-org's
- Travel
- Dual-use technologies
- Compliance help lines (whistle blowing)
- Employee termination

#### **Lesson 7: Contract Workers & Vendors**

- Access to contract worker PII
- Vendors

#### **Lesson 8: Conclusion**

- A culture of privacy and security
- Employee satisfaction and loyalty
- Regulatory compliance
- Employee safety
- Organizational protection

## Optional Customization – Lesson 3

MediaPro can add content to the courses specific to your privacy people, policies, procedures and technology. This can include links to specific resources.

## Tracking Course Usage

MediaPro courseware is compliant with the industry standard SCORM 1.2.6. Our courses have been certified and used on many different standards-based Learning Management Systems (LMS) to manage module delivery and to integrate with a SCORM compliant LMS.

## Hosting Options

The courseware can be hosted on the client's intranet and integrate with an existing Learning Management System, or MediaPro can provide an Internet hosting service on its e-Learning platform. The MediaPro Platform will provide the functionality to enable users to access courses via the internet, and to enable the client organization to track progress and monitor the results of users taking the courses.

## Our Experienced Expert:

### Richard Purcell

Corporate Privacy Group  
Director, TRUSTe

Mr. Purcell has served as a director of TRUSTe, the independent trust authority for Web site privacy for over three years. He has also served as a director of the International Association of Privacy Professionals. In addition, he has served on the Federal Trade Commission's Advisory Committee on Security and Access and is now serving on the Advisory Committee of the Department of Homeland Security.



Sample screen from the Privacy Directions™201 course

## Client Workstation Requirements -

### CPU:

PII 450 or greater

### Memory:

64 Meg or greater (128 Meg rec.)

### Operating System:

Windows 2000 or XP

### Screen Resolution

800 x 600 (or higher)

### Browser:

Internet Explorer 5.5 (or higher)

### Flash Player:

Version 6 (or higher)

### Color:

16 bit (or higher)

### Bandwidth:

256 Kbps

### Cookies:

Must be enabled

### Javascript:

Must be enabled

## Server Requirements -

### CPU:

PIII 1.26 GHz or greater

### Memory:

512 Meg or greater

### Operating System:

NT 4.0 or Windows 2000 (fully patched) or Unix

### Disk Space

500 Meg

### Domain

Same network domain as LMS system (rec.)