

PRIVACY DIRECTIONS™ 202: Information Technology

This course is designed for Information Technology employees who manage and operate the "data life cycle" within their roles. It provides prescriptive best practices for IT professionals, with a focus on risk reduction through a detailed understanding of data management practices.

Three "virtual" guides — a Systems Analyst, a Developer and a Network Administrator — take the student through a series of privacy lessons. They explain how fundamental privacy principles supported by best practices in information handling help organizations increase customer trust, brand value and market position.

Outline of Key Topics

Lesson 1: Understanding Privacy

The value a privacy program provides to brand value, company reputation and market position.

- Privacy principles of Notice, Choice, Access, Data Integrity and Security
- Understanding a Privacy Statement
- Privacy & Systems Management
- The Data Life Cycle
- Interaction between privacy principles and the Data Life Cycle

Lesson 2: Collecting Data

The responsibility of IT professionals in managing and protecting personal information at the collecting stage.

- Data feeds
- Notice and data collection
- Choice and data collection
- Security and data collection
- Data Integrity and data collection
- Security and data collection
- Public requirements for information security

Lesson 3: Storing Data

The responsibility of IT professionals in managing and protecting personal information at the data storing stage.

- Maintaining Choice values
- Providing individual Access
- Providing employee and vendor Access
- Confidentiality and privacy
- Security to prevent unauthorized Access and use
- Monitoring Security for data storage

Lesson 4: Using Data

The responsibility of IT professionals in managing and protecting personal information at the data using stage.

- Data use and Notice
- Data use and Choice
- Primary and secondary use
- Data use and Security

Lesson 5: Sharing Data

The responsibility of IT professionals in managing and protecting personal information at the data sharing stage.

- Sharing data with vendors and others
- Sharing data and Notice
- Sharing data and Choice
- Sharing data and Security
- Sharing data and Data Integrity

Lesson 6: Managing Data

The responsibility of IT professionals in managing and protecting personal information at the data managing stage.

- Providing Access
- Securing information
- Managing Data Integrity

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™ 202 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.)

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