



PRIVACY DIRECTIONS™ 201: Human Resources

This course addresses the privacy needs of Human Resources professionals, teaching the privacy basics for managing the information cycle of recruiting, hiring, and managing personal information for employees. It teaches how to respect and protect employee information through prescriptive best practices, with a focus on reducing risk through a detailed understanding of data management practices.

The course design provides flexibility by including optional lessons, a key requirement of our corporate partners who advised the course development. It maintains high relevance through a Resources lesson, a highly customizable section in which each organization can add information and links to their internal policies and practices.

Lesson 4: Managing Employee Information handbook topics menu exit

Safeguarding Physical PII

Now that you have learned about protecting PII in digital and conversation formats, can you find the three failures in safeguarding physical security in this office?

Explore the office below and click all of the 'red flags' for security that you see. When you are finished, click **Submit** to see if you found them all. To proceed to the next page, click **Continue**.

PRIVACY DIRECTIONS: Human Resources

Advanced Privacy Training for Human Resources Professionals

- Engaging and stimulating content
- Real-life examples and applications
- Flexible and modular design

Lesson 7: Special Cases handbook topics menu exit

Managing Dual-Use Technologies

It's very common for employees to bring personal devices such as music players, camera phones, flash memory, and wireless devices into the workplace. The vast majority of our employees use these devices in innocent and harmless ways.

To protect both organization assets and our employees, we must provide clear policies on what constitutes acceptable use of these devices. We must also include guidelines for the use of personal devices, equipment and space for home office, mobile, and telecommuting situations. Take a look at what our employees need to know about using dual-use technologies.

To learn what employees need to know, click **Informed Employees**. When you are finished, click **Continue**.

Informed Employees

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Privacy Directions™ 201: Human Resources

Lesson 1: Overview

- Benefits of Maintaining Privacy
- What is Personal Information?
- Privacy Principles

Lesson 2: Recruiting (optional)

- Managing Access to Recruiting Data
- Managing Documents

Lesson 3: Interviewing & Hiring (optional)

- Transferring PII
- Privacy Disclosures
- Customer Privacy Awareness

Lesson 4: Managing Employee Information

- Handling Benefits Information
- Health and Medical Information
- Managing Performance Data
- Lifestyle Information
- Family Life Information
- Business Continuity Information
- Safeguarding PII
- Safeguarding Physical PII
- Safeguarding Digital Data
- Safeguarding Conversations

Lesson 5: Monitoring Employees

- Introduction
- Provide Notice
- The Privacy Line
- Legitimate Purposes
- Reasonable Methods and Minimization
- New Technologies
- Confidentiality
- Knowledge Check
- Summary

Lesson 6: Managing Vendors

- Select Vendors
- Create Contract Requirements
- Ensure Compliance

Lesson 7: Special Cases (optional)

- Managing PII of Former Employees
- Managing Acquisitions and Mergers
- Managing Dual-Use Technologies
- Compliance Help Lines

Assessment & Privacy Resources

Additional Information

Customizations

MediaPro can add content to the course 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.

Client Workstation Requirements:

Pentium III 500
Minimum: 256 Megabytes of RAM
Operating System: Windows 2000 or XP
Screen Resolution: 800x600x16 bit (or higher)
Internet Explorer 6 (or higher)
Flash Player: Version 7 (or higher)
Bandwidth: 256 kbps or greater
Cookies and Javascript must be enabled
Pop-up blocker must be turned off

Server Requirements:

CPU: 2.8 GHz or greater
RAM: 1 Gig or greater
NT 4.0, Windows 2000 (or greater) or Unix – all fully patched
Disk Space: 25+ Gig dedicated to courseware
Same network domain as LMS system (rec.)

Our Compliance Curriculum Includes:

Privacy Directions™ 101: Awareness
Privacy Directions™ 201: Human Resources
Privacy Directions™ 202: IT
Privacy Directions™ 203: Call Centers
Privacy Directions™ 204: Sales & Marketing
Privacy Directions™ for Hospitality
Security Directions™ 101: Awareness



Our Privacy Expert:

Richard Purcell

- CEO, Corporate Privacy Group
- Chairman, TRUSTe
- Member, CIPP Advisory Board, Int'l Association of Privacy Professionals
- Member, Privacy Advisory Committee, U.S. Dept. of Homeland Security

About MediaPro, Inc.

MediaPro, Inc., founded in 1993, is nationally recognized for producing high-quality and award-winning web-based courseware. In addition to our highly successful *Privacy Directions™* and *Security Directions™* courseware, MediaPro, Inc. has developed hundreds of customized courses for many Fortune 1000 companies.