



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.

Lesson 2: Collecting Data handbook topics menu exit

Systems Analysts Checklist x close

- ✓ Understand the elements of notice and review the source of each data feed to adjust coding and mapping to enforce the requirements set by the privacy statement
- ✓ Confirm the use of standard data formats in collection forms
- ✓ Understand the precedence rules among data sources that may be in conflict
- ✓ Conduct regular reviews with those collecting personal information to assure compliance with privacy and security policies at the collection source

PRIVACY DIRECTIONS: Information Technology

Advanced Privacy Training for IT Professionals

- Engaging, stimulating approach
- Real life examples and applications

Lesson 4: Using Data handbook topics menu exit

Data Use and Security

When using personal information, it is extremely important that we maintain the **security** of that data. We can accomplish this goal by implementing our organization's security standards and procedures. Here are some methods we use during data use.

Roll your mouse pointer over each graphic. When you are finished, click **Continue**.

Test Data

Employee Workstation

Vendor Call Center

Sensitive Data

PRIVACY DIRECTIONS: Information Technology Previous 7 of 11 Continue

Privacy Directions™ 202: Information Technology

Lesson 1: Understanding Privacy

- IT Professionals
- Privacy Principles
- Additional Privacy Concepts
- Understanding a Privacy Statement
- Privacy and Systems Management
- The Data Life Cycle
- The Privacy Matrix

Lesson 2: Collecting Data

- Data Feeds
- Notice
- Choice
- Understanding the Basic Rules of Choice
- Security and Data Collection
- Data Integrity and Data Collection
- Understanding Security and Data Integrity
- Public Requirements for Information Security

Lesson 3: Storing Data

- Maintaining Choice Values
- Providing Individuals Access to Their Information
- Providing Data Access to Employees and Vendors
- Confidentiality and Privacy
- Security to Prevent Unauthorized Access and Use
- Monitoring Security for Data Storage
- Data Integrity

Lesson 4: Using Data

- Data Use and Notice
- Data Use and Choice
- Primary and Secondary Use
- Understanding Primary and Secondary Use
- Data Use and Security
- Data Use in Action

Lesson 5: Sharing Data

- Sharing Data with Vendors and Others
- Understanding Vendors and Others
- Sharing Data and Notice
- Sharing Data and Choice
- Sharing Data and Security
- Understanding Sharing Data
- Secure Data Transfers
- Sharing Data and Data Integrity

Lesson 6: Managing Data

- Providing Access
- Securing Information
- Understanding Data Management
- Managing Data Integrity

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 6 (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.

To contact us, please call 800-726-6951 x 4723 (or 425-483-4723),
send an e-mail to privacy@mediapro.com, or visit our web site at <http://www.mediapro.com/privacy>.