



PRIVACY BASICS

Designed for all employees, this brief 20-minute course provides a foundation of critical privacy principles. It addresses both PII (**Personal Identifiable Information**) and proprietary business information. The course is engaging and interactive to appeal to employees who are on the front lines in protecting data, maintaining trust, and reducing risk.

This course is easily customized to include your organization's specific information and can be used as a stand-alone course or be followed up with critical privacy and data security topics.



Topics

- Privacy Incidents
- Our Responsibility
- Defining Privacy
- Privacy Information
- Importance of Privacy
- Handling Personal Information
- Privacy Responsibilities
- Privacy Policies & Procedures
- Basic Security Procedures
- Incident Reporting

Course Features

- Highly engaging and interactive elements
- Developed to be easily tailored or customized
- SCORM & AICC compliant for easy LMS integration
- Developed to ease translation and localization





Implementation Options

Buy It - A "Best of Class" turnkey, pre-packaged solution.

Tailor It - By branding the course, adding organization specific information in placeholders that are easy to update and adding a Resources section that can include messaging, contacts, policies, links, PDF documents, and any other information that supports the course.

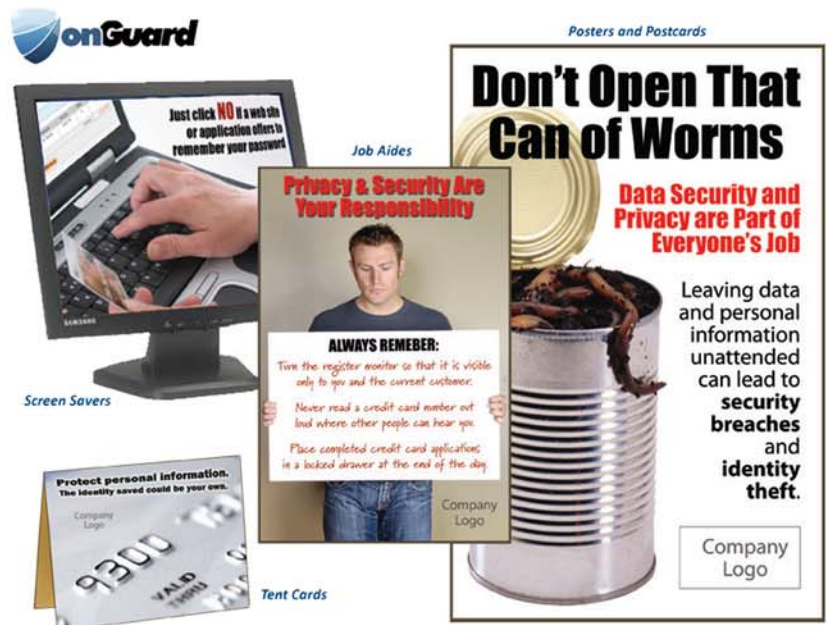
Customize It - By replacing existing content (e.g. roles, examples, case studies, and graphics) with those specific to your organization. This level of customization may also include replacing and modifying existing voice-over. This is ideal for companies that have very specific or unique needs.

Access, Manage & Track It - MediaPro's **onGuard™ Security and Privacy Training** can easily be integrated into an organization's Learning Management System (LMS), as we comply with SCORM and AICC Industry Standards. The training can also be delivered from MediaPro's hosted LMS providing an easy, cost-effective, and secure turnkey hosting solution.

About onGuard™

Designed for all employees, **onGuard™ Training** provides a foundation of critical data protection principles. The curriculum is intended to help sharpen the employees' existing knowledge of security and privacy, as well as present new information that impacts the entire organization.

Continuously encouraging employees to follow good information security practices, **onGuard™ Awareness and Reinforcement Tools** help employees to follow these practices as part of their daily job responsibilities. This integrated approach has been found to not only meet Federal compliance regulations and increase awareness of information security and data protection, but also to preserve that knowledge through consistent reinforcement.



About MEDIAPRO®

MediaPro, Inc. is nationally recognized for producing award-winning, web-based security and privacy training that reduces risk and improves employee compliance. In addition to the **onGuard™** line of training for general security and privacy awareness, **MediaPro®** also develops custom security and privacy e-learning courseware. **MediaPro®** has won over 100 prestigious awards for instructional excellence.