## **Data Security and Data Privacy in the Workplace**

Course Outline – All Employees

Module	Learning Objectives	# of Configurable Pages
Digital Hygiene	<ul> <li>Recognize how to keep work/personal devices secure.</li> <li>Examine best security and privacy practices for working remotely.</li> <li>Summarize how to create strong passwords to guard against brea actors.</li> </ul>	
Data Privacy 101	<ul> <li>Describe the types of information and the reasons to safeguard the Illustrate the basic principles of data processing and their purpose</li> <li>Examine best practices to securely store, dispose, and sanitize info</li> </ul>	es.
Data Processing	<ul> <li>Choose what data to use and hold to accomplish a specified purp</li> <li>Summarize how to safeguard against unauthorized access to and information.</li> </ul>	



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Data Security 101	<ul> <li>Identify thoughts and habits that can leave organizations vulnerable to attack.</li> <li>Describe ways threat actors break into organizations and their results.</li> <li>Illustrate common types of phishing attacks and how to identify/stop them.</li> <li>Summarize the employees' roles and responsibilities for workplace security.</li> </ul>	4
Data Protection	<ul> <li>Practice protection strategies for dealing with sensitive information.</li> <li>Practice prevention strategies for defending your organization against attacks.</li> <li>Demonstrate responsibility to identify, report, and stop phishing attacks.</li> </ul>	4
Data Privacy & Security in the Age of Al	<ul> <li>Describe data privacy and security concerns and risks associated with Al technologies.</li> <li>Examine how existing data privacy laws and legislation can be applied to the development and use of Al technologies.</li> <li>Illustrate strategies for using Al responsibly at the workplace.</li> </ul>	4
	Summarize the best security and privacy practices in the Age of Al.      Sensitivity: Public	EVERFI