

Information Security Voiceover Script

Characters needed for Voiceover

- Narrator - female
- Vickie - female
- Cort - male
- Mitch – male
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Slide 1.1	<p>NARRATOR: Welcome to the Information Security Basics module</p> <p>Before beginning, you may want to review the navigation buttons. If so, click the Navigating Module button.</p> <p>If you want to start, click the Learning Module button.</p>
Slide 1.2	<p>NARRATOR: Click on the glowing markers to learn how to navigate through the module.</p> <p>After reviewing all navigation buttons, click next.</p> <p>To view where you are in the module, click the MENU bars (the three vertical lines beside the module title.)</p> <p>To pause or play the audio for this slide, click the button in the bottom left corner.</p> <p>To replay the audio for this slide, click the replay/rewind button (it appears like an arrow moving in a circle.)</p> <p>To go back to a previous slide, click the button marked “PREEVE” found in the bottom right corner.</p> <p>To advance to the next slide, click the Next button located to the right of the “Preeve “button.</p> <p>Resources discussed through this lesson will be located in the Resource section. Click on RESOURCES in the top right corner</p>

Slide 2.1	<p>NARRATOR: Why is information security so important?</p> <p>Click on each of these industry leaders to find out the answer to that question.</p>
Slide 2.1.a	<p>VICKI: As a business analyst, I have found so many small businesses store valuable data.</p> <p>With a little research, this is enough information to find your location of residence and much more.</p>
Slide 2.1.b	<p>CORT: In the medical field, the priority concern is to keep patient records safe.</p> <p>The profession needs to minimize instances of lost or stolen data. Because of this, there is always a need to be vigilant in keeping confidential information secure.</p> <p>Patient data is particularly valuable to the criminal community.</p>
Slide 2.1.c	<p>MITCH: When speaking or texting with customers, I find they want the latest and greatest thing for free. These people are fine with providing information or other access to technology to get a free app.</p> <p>Providing any personal information is an opening for a security breach</p>
Slide 2.2	<p>NARRATOR: Key learning for this module.</p> <p>Click on each key icon to reveal concepts to be learned through interacting with this lesson.</p> <p>After reviewing all key concepts, click next to continue.</p> <p>[1] Recall information security principles and describe how these principles address potential and real security threats.</p>

	<p>[2] Identify the Privacy Act requirements to secure and protect individual private information.</p> <p>[3] Classify Controlled Unclassified Information (C.U.I.) as Personally Identifiable Information (P.I.I.) or Sensitive Personally Identifiable Information (S.P.I.I.)</p>
Slide 2.3	<p>NARRATOR</p> <p>All careers have a need to keep personal information and data that would identify clients or employees as secure as possible.</p> <p>Click on each of the professionals to learn why it matters.</p>
Slide 2.3.a	<p>VICKIE</p> <p>Our clients and employees expect us to safeguard Controlled Unclassified Information (CUI) that is entrusted to our care and provide non-repudiation protection.</p>
Slide 2.3.b	<p>CORT:</p> <p>We are purposeful in keeping information safe. This limits the resulting risks and potential consequences.</p> <p>Protecting an individual's privacy of P.I.I. and S.P.I.I. that can be in the company's system is very important.</p>
Slide 2.3 c	<p>MITCH:</p> <p>When our company is intent on maintaining the security and privacy of client and employee data, it limits resource usage violations and vulnerabilities.</p> <p>What this means is no one can be in an account for an extended period of time</p>

	<p>without having to refresh credentials to remain in the data. This prevents others who use the same computer from getting into an account by accident.</p> <p>By doing this, the company ensures the integrity and availability of systems or data for our customers and employees.</p>
Slide 2.4	<p>NARRATOR:</p> <p>Information security and privacy measures can thwart phishing attempts and other threats that otherwise can harm the operational and technical infrastructure of the company.</p> <p>Such measures also enforce laws and regulations, most notably Federal regulations.</p> <p>Such measures also enforce laws and regulations, most notably Federal regulations.</p>
2.5	<p>NARRATOR</p> <p>The three common pillars to Cybersecurity are confidentiality, integrity, and availability, also known as C.I.A.</p> <p>They are the fundamental properties to maintain information security by limiting access to and protecting your information that is stored, processed, or transmitted.</p> <p>They also implement security policies and security procedures.</p> <p>This data can be in hard copy or electronic such as emails, letters, printed documents, and more.</p> <p>Click on the labels below the pillars to access more information regarding Cybersecurity.</p>

2.5.a	<p><i>NARRATOR</i></p> <p>Vickie has a new project sent to her from the CEO. She notices the wording at the top as “C.U.I. “ labeling. Should this document be shared with anyone but the CEO and Mitch, it would need authorization from the CEO</p> <p>This kind of document should never be left where others may be able to see it. Doing so could breach the confidentiality between you, Mitch, and the CEO, and could have consequences.</p>
2.5.b	<p><i>NARRATOR</i></p> <p>Cort was on his lunch break and saw he received a family photo from a cousin. Shortly after opening it on a company computer, a pop-up appeared showing a security breach.</p> <p>Later, Mitch explained a computer worm infiltrated the computer upon Cort’s opening of the email. As Cort attempted to determine what caused the system to malfunction, the worm modified the system software.</p> <p>Because the worm was able to get into the system, the integrity of the system's software was violated by this attack</p>
2.5.c	<p><i>NARRATOR</i></p> <p>Mitch returns to his workstation and no longer can access the manager's active accounts spreadsheet. Mitch has been locked out.</p> <p>When Mitch walked away from his workstation without closing the spreadsheet, there was a possibility that another employee could update parts of the spreadsheet without him knowing.</p> <p>This is a breach of availability because the information is only allowed to be accessed by the authorized person and in an appropriate manner and time frame.</p>

2.6	<p>CORT</p> <p>That was just the start of the things you will learn.</p> <p>Answer the following questions to see what you know so far.</p>
2.7	<p>CORT</p> <p>Move the word boxes on the bottom to the description boxes on the top</p>
3.1	<p>NARRATOR: Our organization cannot have effective privacy without information security and is bound by the principles and responsibilities to keep information secure. Click on each category to learn more. When you have reviewed both categories, click next to continue.</p> <p>Privacy and security principles include</p> <ul style="list-style-type: none">● Transparency: Business growth improves when employees, managers, and stakeholders are open and honest when it comes to the privacy needs of our clients. The business can grow if all involved know the rules from the start.● Notice: Privacy and security remain intact when information is provided in a timely manner. If there is a change in protocol, the information needs to be handled in an expeditious manner.● Choice: When assisting our clients, some may need more extensive security services than others. It is best to be able to offer choices.

	<p>Responsibilities</p> <p>It is a fundamental responsibility of our organization to protect the privacy of its employees, stakeholders, and clients when it comes to any data that is processed, stored, transmitted, and disposed of throughout its organization and information systems.</p> <p>Unless otherwise noted, anytime you are working with information in the company database, files, letters you receive, and any kind of electronic communication, as it applies to your position, all is for your eyes only.</p>
<p>3.2</p>	<p>CORT: When I first started at the company, I kept seeing C.U.I. on the top of various documents. I was new to this type of acronym and did not know what it meant. I decided to ask Mitch.</p> <p>MITCH: C.U.I. is the information that has a degree of confidentiality. If it is lost, misused, accessed, or modified without authorization, confidentiality could be compromised and could adversely affect the company or you.</p> <p>Protecting C.U.I. is critical to the mission and success of the company. It is helpful to know what kind of C.U.I. you may be working with when doing your job. Using Limited Dissemination Markings limits and clarifies the type of C.U.I. information you may share, and with whom.</p> <p>To view the specifics on the Limited Dissemination Markings, click the L.D.M. button.</p>
<p>3.3</p>	<p>MITCH: Get to know these important acronyms better by matching the acronym boxes at the bottom to the descriptions. Submit your answers when you have completed all matches.</p>
<p>3.4</p>	<p>MITCH: Great job!</p> <p>Now that you know how to recognize those acronyms, here is one more helpful hint. You will see the resource button in the top right. One resource you can download is a National Archives and Records Administration document that will</p>

	<p>give you information regarding best practices, markings information, and sharing guidelines as well as other limited dissemination markings.</p> <p>Refer to this as often as needed.</p> <p>Now, let's learn the types of C.U.I. you may encounter. Click next to continue.</p>
3.5	<p>VICKIE</p> <p>You may be asking, "What are some examples of C.U.I.?"</p> <p>There are two major branches. The first is Personally Identifiable Information also known as PII; the second, more in-depth information is Sensitive Personally Identifiable Information also known as S.P.I.I. S.P.I.I. can be further categorized as legal, medical, and financial identifiers.</p> <p>On the next slide, you will be shown several forms of C.U.I.</p> <p>Your mission is to categorize them correctly.</p>
3.6	<p>VICKIE</p> <p>Drag each icon to the respective categories</p>
3.7	<p>VICKIE</p> <p>It is our expectation for all your identifiable information to be secure.</p> <p>With that in mind, all employees, managers, contractors, and grantees working on behalf of the company shall do the following.</p> <p>Click each icon to view policy expectations. When you have reviewed all, click next to continue</p>

	<ul style="list-style-type: none"> * Safeguard all P.I.I. and S.P.I.I. in their possession. * Follow Agency procedures when teleworking and using mobile devices and cloud technologies. * Protect P.I.I. and S.P.I.I from disclosure to unauthorized individuals. * Comply with the provisions of the Privacy Act, Office of Management and Budget (O.M.B.) Directives, and Agency regulations, and policies pertaining to collecting, accessing, maintaining, disseminating, and disposing of P.I.I. and Privacy Act information.
<p>3.8</p>	<p><i>VICKIE</i></p> <p>One other thing, our company issues a policy to safeguard the collection, access, use, dissemination, and storage of Privacy Act information and P.I.I. and S.P.I.I. in accordance with the Privacy Act of 1974, E-Government Act of 2002, FISMA and policy and guidance issued by the President and OMB.</p> <p>More information regarding the government safeguarding of PII can be found by clicking the icons.</p>
<p>3.9</p>	<p><i>Mitch base layer</i></p> <p>Depending on how P.I.I. or S.P.I.I. is inappropriately used may determine the type of resulting consequences.</p> <p>One resulting option could be Civil penalties, the other resulting option could be Criminal penalties.</p> <p>Select each picture to see the implications of misusing P.I.I. or S.P.I. I.</p>

	<p>MITCH Civil Penalties layer</p> <p>You may be charged with</p> <p>Civil Penalties if you:</p> <ul style="list-style-type: none">● Unlawfully refuse to amend or grant access to a record after receiving a proper request; or● Fail to comply and maintain accurate, relevant, timely, and complete records in a manner consistent with the Privacy Act provision or our company rules. <p>Civil penalties may include payment of at least \$1,000 in actual damages and reasonable attorney’s fees for each offense.</p> <p>MITCH - Criminal Penalties Layer</p> <p>You may be charged with Criminal Penalties if you:</p> <p>Knowingly and willfully disclose P.I.I. to any person not entitled to receive it.</p> <ul style="list-style-type: none">· Maintain a system of records without meeting the public notice requirements; or· Request or obtain privacy-protected information concerning an individual from an agency record under false pretenses. <p>So as an employee of this company, be sure to document the things you are doing so that it is part of the public information and while you are researching, do not get side-tracked and look up information that is not necessary for the completion of your project.</p> <p>Criminal penalties may include misdemeanors, and/or a fine of up to \$5,000 for each offense.</p>
4.1	<p>VICKIE</p> <p>Wow! You have reviewed a lot of information today. Now you have the opportunity to test your knowledge and understanding of the key concepts.</p> <p>In order to earn credit for this module, you will need to earn a score of 80% or</p>

	<p>better.</p> <p>Should you need to retake the assessment, you can do so after you have reviewed the questions. The idea is that you successfully master the information set forth in this learning module.</p> <p>In order for your scores to be generated and for you to move on to the next question, you will need to click the submit button in the bottom right corner of your screen.</p> <p>Click next to begin the assessment.</p>
4.2	<p>VICKIE</p> <p>Periodically, there is a need for you to back up your information, not only to be able to recall previous work but also to have information on record for your system to compare if there are any unintended changes detected due to a security breach. This description describes which pillar of information security?</p> <p>Please make a selection and click submit.</p>
4.3	<p>MITCH</p> <p>Jon needs your expertise in the type of products needed for the architectural build for a floor plan of a bank vault. He knows you have a structural engineering background and might be able to help him understand. Because he doesn't know what he should ask you, he shows you the floor plans and asks what else is necessary. This document was assigned to your Jon from the Laudon Limited Corporation with DL ONLY in bold at the top of the page. How do you respond to Jon's request for help?</p> <p>Please make a selection and click submit.</p>
4.4	<p>MITCH</p> <p>You have been working on a financial spreadsheet all morning. The data you are pulling from your client requires your login credentials to gain access. You pull the first-quarter data and spend the next hour configuring various sorting</p>

	<p>options and designing charts and dashboards. You are ready to pull the second-quarter data and find you have lost access to the client’s portal and must log in again. Why would this happen?</p> <p>Please make a selection and click submit.</p>
4.5	<p><i>NARRATOR</i></p> <p>Drag four pictures from the bottom to the category that best describes the picture, then click submit.</p>
4.6	<p><i>CORT</i></p> <p>Barbara, a senior citizen, seems to be losing large sums of money from the joint bank account she and her daughter, Penny, share. Penny notices this started happening after Barbara received a strange call from another person posing as a granddaughter in trouble and asking for money. Neither Penny nor Barbara filed a police report but rather, Penny asks her friend, Don, who happens to be connected to the FBI to run records on her mom’s phone and then follow up with the name and address of the person who called as the granddaughter. If Don follows through with this, what is a possible outcome?</p>
4.7	<p><i>CORT</i></p> <p>CUI is protected by restrictions on how who, and when information can be shared and used.</p>
4.8	<p><i>No audio for this slide</i></p>
4.9	<p><i>MITCH</i></p> <p>Congratulations on successfully completing this module. Remember to be mindful of the information you are privy to while working at our company. If you need to review, please revisit this module or locate the resource</p>

	<p>documents on the company portal.</p>
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You may now exit this module by closing the browser.