

Information Security Basics

Design Document by Donna Mathis

<i>Business Purpose</i>	<p>At Laudon Ltd., there has been a need to increase the number of employees in the company. Many are fresh out of college with little or no experience in the ways of information security. In the past year, there has been incidences of secure information being exposed either from lack of knowledge and understanding or willingness to overlook security needs of personal information of employees or clients. Laudon Ltd has needed legal guidance in 12% of the known cases of information breaches.</p> <p>The purpose of this learning course is to drastically reduce or eliminate the need for legal guidance due to information security breaches by implementing a course that could be used during the onboarding process of new employees or, when needed, refresh current employees understanding of the need to keep personal/company information secure.</p>
<i>Target Audience</i>	New and long-time employees as a yearly review.
<i>Training Time</i>	~20 minutes
<i>Training Recommendation</i>	<p>Due to the company having 65% remote employees who live in different time zones, it is recommended for the content to be distributed through an eLearning method with the intent for all employees to complete the module by a specific date. Using this method</p> <ul style="list-style-type: none">• grants a more consistent message for all employees.• provides asynchronous structure which provides flexibility for all employees no matter the time zone.• allows easily accessed training or refresher opportunities as it can be housed on the company portal
<i>Deliverables</i>	<ul style="list-style-type: none">• Design Document• Storyboard• eLearning module (Storyline)• Voiceover (WellSaid Labs)• Job aid – Reminder icons signage (Canva)
<i>Learning Objectives</i>	<p>By the end of the course, the learner will be able to:</p> <ul style="list-style-type: none">• Explain the purpose of information security.• Describe how confidentiality, integrity and availability principles can address potential and real security threats.• Implement the Privacy Act requirements to secure and protect private information of individuals.• Categorize various types of identifiable information.

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<i>Training Outline</i>	<ul style="list-style-type: none">• Welcome• Navigation information• Key Learning Points for this session• Cybersecurity and Privacy (Three pillars)<ul style="list-style-type: none">○ Confidentiality○ Integrity○ Availability○ Knowledge check for the three pillars – 3-4 questions• Privacy Basics – Personally Identifiable Information (PII)<ul style="list-style-type: none">○ Company Policy Regarding Privacy○ Identifying Controlled Unclassified Information (CUI)○ Protecting CUI○ Identifying Personally Identifiable Information (PII)○ Identifying Sensitive Personally Identifiable Information (SPII)○ Sanctions for Misuse of PII and SPII<ul style="list-style-type: none">▪ Criminal Penalties▪ Civil Penalties○ Knowledge Check for Privacy basics – 4 questions• Wrap up of information based on Key Points• Assessment questions• Exit the module
<i>Assessment Plan</i>	<ul style="list-style-type: none">• Knowledge check intended to review content• Assessment<ul style="list-style-type: none">○ Learning will have as many attempts as necessary to earn a score of at least 80%. This course will be considered as complete when 80% or better is achieved○ Five (5) assessment questions<ul style="list-style-type: none">○ 3 multiple choice questions○ 1 matching question○ 1 true/false question○ Assessment results will be visible once assessment is completed. The learner will have the opportunity to see what was missed and the ability to retake until the score of 80% or better is achieved.