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| *Business Purpose* | There have been some concerns about the security and privacy of client personal and business information. The government regulates how certain private and confidential personal information is stored and shared. This course is to serve as a refresher course for all company members who have access to private client information. The goal of this course is to reduce the number of privacy violations by  All company members should be able to protect the private information of the clientele as well as protect company interests in dealing with such confidential information. This course will reduce the number of privacy violations by 100%  This training module is one of a three-part series over Information Security and Privacy. | |
| *Target Audience* | * All current company members who have access to client personal/confidential information. | |
| *Training Time* | 15 minutes | |
| *Training Recommendation* | * 1 eLearning module of a 3-module course   -part 1: Information Security Basics (this module)  -part 2: Proper Use of Limited Dissemination Markings  -part 3: Privacy Act, Sanctions, and Consequences   * Articulate Storyline * An eLearning refresher course that gives the learner real life examples of privacy situations in which the learner will need to apply their knowledge | |
| *Deliverables* | * Design Document (this design doc focuses on the first module only) * Storyboard * Articulate Storyline training module that includes the Final Assessment * Voiceover Narration | |
| *Learning Objectives* | * Define key terms related to information and security * List the three pillars of information security. * Identify CUI and SPII and provide examples of each. | |
| *Training Outline*  *Module 1: Information Security and Privacy Basics* | * Introduction   + Welcome   + Navigation   + Objective * Importance of Information Security   + Key Terms     - information security     - privacy     - cyber security   + Knowledge Check: matching activity allowing learner to demonstrate mastery of the key terms * Three pillars of information security   + - Confidentiality     - Integrity     - Availability   + Knowledge Check: multiple answer question list three pillars * Types of Information   + - Personally Identifying Information     - Sensitive Personally Identifying Information     - Controlled Unclassified Information       * Category 1: **Personal Information** ss#, DL#, State ID#, Passport#, Alien Reg. #, and Biometric Identifiers       * Category 2: **Medical Information** any medical information       * Category 3: **Financial Information** bank account information, credit card information, other financial information   + Knowledge Check: Sorting Activity Sort the images of types of information into the appropriate category * Summary of Learning   + End of Module-“you have learned…repeat of objectives. Thank you for your participation in this module” * Final evaluation (at the end of the full course) – see Evaluation Plan | |
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| *Evaluation Plan* | Learner will be given knowledge check questions throughout each module. Must answer knowledge checks to advance through module.  End of course quiz after each of the three modules are completed. Learner will be given five questions and must score 80% or higher to pass with unlimited attempts. | |