

Practical Privacy for Products and Services

GoSkills online course syllabus

Skill level

Beginner

Lessons

23

Pre-requisites

No prior experience needed

Video duration

1h 12m

Estimated study time

1h 12m

Instructor

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Introduction

- 1 Identity protection is crucial**
In business and in life, managing and protecting your privacy is crucial.

Identifying Data in Your Organization

- 2 Personal Identifiable Information**
Any person can be identified in many ways based on their personal identifiable information (PII).
- 3 What is not personal data**
There is often confusion between PII and data that is not PII.
- 4 Finding and classifying data**
The identification of all sources of data collection is essential to determine what needs to be protected.
- 5 Data processing ecosystem**
Often, organizations depend on services provided by other organizations to conduct their business.
- 6 Working with data processors**
Your organization likely works with third party processors or data management systems.

Assessing Mistakes and Risks

- 7 Common mistakes in data processing**
Improper processing of data can have several long-lasting consequences.

8 **Bias in data processing**
Processing bias is when certain elements of a dataset are misrepresented.

9 **Data and data processing risks**
Inadequate security and data processing can result in harm for individuals in multiple ways.

Governance and Communication

10 **Internal privacy policies**
Transparency and inclusion are key qualities of a privacy program customers can trust.

11 **External privacy notices**
Using privacy notices can be a quick and easy way to alert users of the data being collected, and why.

12 **Privacy training**
Training the workforce and third parties engaged in data processing in privacy awareness education is an important step to achieve the organization's goals.

13 **Communicating breaches**
An organization should strive for transparency of process and procedures related to privacy.

Managing Privacy Risk

14 **The information life cycle**
Activities related to the data lifecycle starts before the data is collected and lives until the data is securely destroyed.

15 **Obtaining consent**
Privacy activities start before any data is collected.

16 **Collecting data**
Think of personal data as the gold that you mine -- you need to handle it delicately and keep a keen eye on it.

17 **Retaining data**
Retaining data is a liability for an organization, but it can also be important to hang onto.

- 18 Processing data**
Data processing is the point in which the data you've collected transforms into meaningful information.
- 19 Disclosing data**
Users must be able to review, transmit, disclose, alter, and delete their data.
- 20 Transferring data**
There are many circumstances in which transferring data becomes necessary.
- 21 Archiving data**
Believe it or not, improperly archived data is one of the easiest targets for hackers.
- 22 Destroying data**
Once data reaches the end of life, it must be destroyed.

Conclusion

- 23 Security is in your hands**
Thanks for taking this course!

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