Sample Training Topics

Privacy Best Practice and Avoiding a Privacy Breach

Learn about the key principles of information privacy and how to avoid the most common mistakes that lead to privacy and security breaches. This topic gives participants the key strategies for developing internal accountability, understanding privacy policies and procedures, and implementing personal information safeguards, Most breaches are at least partly a result of human error, so training your employees on best practices for information management is critical for reducing risk.

Cybersecurity Risks

This course was developed to strengthen the weakest point of any security solution: humans. No matter how effective or expensive the security tools protecting your network are, there is no way to predict the damage caused by a single careless or uninformed user. The war against cyber criminals is fought each time a user decides to click on an unfamiliar link, open an unknown attachment or provide information to an unfamiliar contact. Just a single mistake can be the reason for massive data loss. This training topic will cover important ways to ensure that your employees are part of your cybersecurity strategy, rather than leaving your organization exposed.

Social Media Risks – Do's and Don'ts On-Line

Over 80% of Canadian employees regularly visit social media sites while on the job. Many employers struggle with issues such as reasonable limitations on social media use in the workplace; divulgence of confidential information; harm to the employer's reputation; whether social media checks are appropriate when making hiring decisions; and when an employee's on-line presence can be used for disciplinary action. For management, this topic will provide clarity on such issues. A session for employees focuses on on-line responsibilities as a representative of the company.
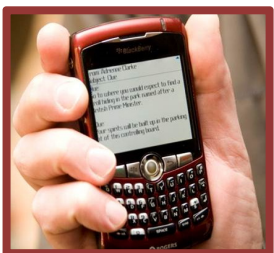
Making BYOD Work for your Organization

BYOD, or bring-your-own-device, allows the workplace to no longer be confined to the traditional office space – it's a business model that is here to stay. Organizations allowing the use of personal phones or tablets for business purposes must proactively set out guidelines that tell users what they can and cannot do, and that describe the role IT will and will not play in the management, support and security of employee-owned devices. This session will address BYOD privacy and security risks and can also provide tips for establishing a successful BYOD policy.

Workplace Privacy – Rights and Responsibilities

Employee privacy breaches are skyrocketing. Sometimes employers have to delve into private matters to understand who they are hiring, address performance issues and ensure the security of their workplace. However, it is important to understand the limits with respect to background checks, monitoring employees and sharing employee information with third parties. More than ever before, employee privacy rights are being recognized by the courts. This session gives employers a clear look at these rights and the reasonable limits that can be placed on them.

Health Privacy

Although unauthorized access to medical information has been reprimanded by provincial regulators and the courts, we continue to see health privacy breaches in the media. Developing a culture of privacy in a health care setting takes more than good confidentiality policies. This topic addresses best practices for protecting personal health information, raises awareness of the importance of patient privacy, and can also cover legal responsibilities under provincial health privacy laws.

Information Governance

In the era of Big Data, in order to meet demands to compile information, improve efficiencies, reduce costs, comply with data protection laws and mitigate risk, it is critical to improve approaches to managing information. This session will explore how to build a strong and legally defensive information governance framework, given the rapid growth in the quantities and types of electronic information stored by organizations. In particular, we will address the risks associated with ungoverned data, the lifecycle of data and the key principles of effective information governance.

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President and Founder of PRIVATECH

Fazila trains organizations in a wide range of industries on privacy and information management best practices using engaging training methods. Fazila focuses on helping companies develop the internal competencies to effectively manage their privacy obligations.

Full bio at http://www.privatech.ca/about-privatech/privacy-consultant-profile/

Potential Training Formats:

- In-person short sessions.
- Full day workshops.
- Webinars.

Contact PrivaTech for a customized proposal:

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