Appstronic
e-Learning Solution Provider

Visualise your Ideas & Message !

DATA CONFIDENTIALITY AWARENESS

DATA CONFIDENTIALITY

E-LEARNING MODULE

OFF-THE-SHELF

ADVANTAGES

- Easy implementation
- Able to include own case studies
- One time charge, regardless of number of users

Module: Data Confidentiality

Target Learner :	Anyone who is responsible for handling information. Suitable for various professional fields at beginner's level; no or little knowledge of Data Confidentiality
Instructional Goal :	Create awareness on information confidentiality and protect an organization from data breaches.
Duration :	30 minutes
Learning Objectives :	By the end of this course, learners will be able to: • Define confidentiality and identify the types of data • Understand the importance of data confidentiality • Understand the employee's roles and responsibilities in complying with the legal, regulatory and internal requirements • Recognise breaches to data confidentiality • Protect data confidentiality from potential breaches

Table of Contents

1 Opening bumper

A short story on the possibility of an external party stealing data from your organisation using various methods.

2 Regulations and Policies

- Definition of data confidentiality
- Regulations and Policies
- Explanation on how these laws help to define the internal policies of organisations
- Data Classification

3 Consequences and Penalties

- Explanation on imprisonment and fine for non-compliance of Personal Data Protection Act 2010
- Explanation on imprisonment and fine for non-compliance of Financial Services Act 2013
- Termination or lawsuits for errant employees

4 Potential Data Breaches

- A short story on threats to data confidentiality causes data breaches and which type of actors that cause data breaches.

Malicious and Intentional Actors	Ignorant and Unintentional Actors
• Hackers	• Outsource service provider
• Crime Syndicates	• Colleagues
• Disgruntled employees	• Vendor

- Malicious and intentional actors cause data breaches through social engineering and cyberattacks.
- Ignorant and unintentional actors cause data breaches unconsciously such as:
  - Having weak passwords for devices
  - Forgetting to lock or not setting password locks for devices
  - Forgetting to scan removable drives before usage
  - Accessing untrusted websites by not checking links
  - Not shredding unwanted office documents
  - Leaving important documents unattended on desks
  - Taking photos of confidential data at work by accident

5 Good Practices

- Interactive Q&A scenarios discussing good practices to preserve data confidentiality at the workplace. The scenarios cover topics such as tailgating prevention, setting a strong password, handling disposal of confidential information correctly, avoid taking photos at work, locking devices, avoid accessing untrusted websites, using external drive and clear desk policy
- Explanation on key roles & responsibilities of employees to safeguard data confidentiality

6 Case Studies

- Case studies gives the opportunities to learners to read through cases and answer questions. Use our existing case studies which are built from the wealth of experiences and expertise of our company.
- Case studies can be customisable to suit your organisation's context, subject to additional charges.

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Appstronic Sdn. Bhd.
(201401037652 (1113797-T))

KL Office:
Level 6 & 6M,
Menara EcoWorld, Bukit Bintang City Centre,
No. 2, Jalan Hang Tuah,
55100 Kuala Lumpur, Malaysia.
Tel: 03-2705 2302

Melaka Office:
No. 12-2, Jalan KSB 12,
Taman Kota Syahbandar,
75200 Melaka, Malaysia.
Tel: 06-288 9401

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