

Data Protection & Privacy Certificate Program (Self-Paced)

Covers the rules that govern sensitive information in federal work: protecting PII and PHI under the Privacy Act, recognizing and marking CUI, and managing federal records from creation through lawful disposition.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/certificates/data-protection-privacy-certificate-self-paced>



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Course Outline

This package includes these courses

- Privacy and PII/PHI Protection Awareness Course (Self-Paced) (3 hours)
- CUI Handling and Data Classification Course (Self-Paced) (4 hours)
- Records and Information Governance Course (Self-Paced) (6 Hours)

Privacy and PII/PHI Protection Awareness Course (Self-Paced)

A foundational, agency-neutral privacy course spanning the Privacy Act, PII and PHI identification, safeguarding requirements, and the federal breach-response lifecycle.

- The purpose and key requirements of the Privacy Act of 1974 and related federal privacy guidance
- Defining and identifying PII and PHI across federal work contexts
- The Fair Information Practice Principles applied to everyday activities
- Administrative, physical, and technical safeguards for sensitive information
- The steps to report and respond to a suspected or confirmed privacy incident
- Individual roles and responsibilities in a culture of privacy protection

CUI Handling and Data Classification Course (Self-Paced)

Agency-neutral awareness training across the CUI lifecycle — recognition, categories, marking, handling, destruction, incident reporting, and CUI with AI tools.

- CUI defined, and how it differs from classified and from public information
- The government-wide legal and regulatory framework for CUI
- CUI Basic versus CUI Specified, and checking a category in the CUI Registry

- Interpreting and assembling banner markings, and portion marking
- Need-to-know and safe handling in physical, electronic, and verbal forms
- Approved storage, transmission, destruction, and sanitization
- Responding when CUI is lost, mishandled, or improperly disclosed
- Government-wide expectations for using CUI with AI tools

Records and Information Governance Course (Self-Paced)

Intermediate federal recordkeeping covering what counts as a record, the records lifecycle, retention and disposition scheduling, and electronic records in email, chat and collaboration platforms.

- A federal record defined and separated from non-record material, convenience copies, drafts and personal papers
- The legal and policy basis for federal recordkeeping, and who does what up to NARA
- Each stage of the records lifecycle and individual responsibilities at each
- Adequate and proper documentation, and common recordkeeping failures
- Litigation holds and the duty not to alter or delete
- Why an unscheduled record cannot be destroyed, and how General Records Schedules work
- Temporary versus permanent records and end-of-retention outcomes
- Reporting obligations after unauthorized or accidental destruction
- Email, chat and collaboration messages as federal records
- Metadata and electronic recordkeeping practice
- Where records governance meets privacy, FOIA and CUI
- Recurring compliance activities and escalation paths