

Data Protection & Privacy Certificate Program

Learn how federal information must be protected, marked, and kept — from PII and PHI under the Privacy Act, to recognizing and handling CUI, to federal records retention and 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>



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Course Outline

This package includes these courses

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

Privacy and PII/PHI Protection Awareness Course

A foundational, government-wide privacy course covering the Privacy Act, the identification of PII and PHI, safeguarding duties, and federal breach response.

- The purpose and key requirements of the Privacy Act of 1974 and related federal privacy guidance
- Identifying PII and PHI correctly across a range of federal work contexts
- Applying the Fair Information Practice Principles to everyday work
- Administrative, physical, and technical safeguards for handling, storing, and transmitting sensitive information
- Reporting and responding to a suspected or confirmed privacy incident or breach
- Individual roles and responsibilities in maintaining a culture of privacy protection

CUI Handling and Data Classification Course

A government-wide awareness course on the full CUI lifecycle: recognition, categories, marking, safe handling, destruction, incident reporting, and current expectations for CUI and AI.

- What CUI is and how it differs from classified and public information
- The government-wide legal and regulatory framework governing CUI
- CUI Basic versus CUI Specified, and using the CUI Registry
- Interpreting and assembling banner markings, plus portion marking

- Need-to-know and safe handling across physical, electronic, and verbal forms
- Approved storage, transmission, destruction, and sanitization methods
- What to do when CUI is lost, mishandled, or improperly disclosed
- Current government-wide expectations for using CUI with AI tools

Records and Information Governance Course

Federal recordkeeping at the intermediate level: identifying records, working the lifecycle, applying retention and disposition schedules, and managing records created electronically.

- Federal records distinguished from non-record material, convenience copies, drafts and personal papers
- The legal and policy basis for recordkeeping, and roles from employee to NARA
- The records lifecycle and responsibilities at each stage
- Adequate and proper documentation, and the failures that recur
- Litigation holds and preservation duties
- Unscheduled records, General Records Schedules and agency-specific schedules
- Temporary versus permanent records and what happens at end of retention
- Reporting duties after unauthorized or accidental destruction
- Email, chat and collaboration platform messages as records
- Metadata and good electronic recordkeeping practice
- The intersections with privacy, FOIA and CUI
- Recurring compliance activities and who to ask