COURSE SYLLABUS

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 (Live Online) and onsite training are 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