COURSE SYLLABUS

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

Three hours of self-paced federal privacy training: Privacy Act requirements, identifying PII and PHI, safeguarding duties, and what to do after a suspected breach.

> 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/courses/privacy-act-and-pii-phi-protection-self-paced



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Course Outline

Module 1

- Foundations of Federal Privacy Law: purpose, scope, and history of the Privacy Act of 1974
- The key terms record, system of records, individual, and routine use
- Individual rights of access, amendment, and accounting of disclosures
- The Fair Information Practice Principles
- System of Records Notices and Privacy Impact Assessments
- How the Privacy Act relates to FOIA

Module 2

- Identifying and Categorizing Personally Identifiable Information: defining PII
- Standalone versus linked and linkable PII
- Sensitive PII requiring enhanced safeguards
- PII confidentiality impact levels
- Where PII shows up in HR, travel, payroll, case management, email, and shared drives

Module 3

- Protected Health Information in the Federal Workplace: defining PHI and how it differs from general PII
- The federal health privacy regulatory framework
- The HIPAA identifiers and how they combine with health data
- Where non-clinical federal staff encounter PHI
- The minimum necessary standard and need-to-know access

Module 4

- Safeguarding Information and Responding to Privacy Incidents: administrative, physical, and technical safeguards
- Safe storage, transmission, printing, and disposal

- Removable media and telework precautions
- What counts as an incident versus a breach
- The federal breach-response lifecycle from discovery through remediation
- Why prompt reporting matters even for minor or accidental incidents

Module 5

- Roles, Responsibilities, and Privacy in Practice: the Senior Agency Official for Privacy, Privacy Officer, Information System Security Officer, supervisors, and individual employees
- Everyday responsibilities
- Remote work and mobile device considerations
- Consequences of noncompliance
- Where to go for help