

Privacy Professional: HIPAA, GDPR & GLBA

Learn to manage privacy programmes and apply HIPAA, GLBA, GDPR and other laws across sectors and borders.

5 Days

DURATION

9

MODULES

106

TOPICS

COURSE OVERVIEW

This course examines privacy concepts, generally accepted privacy principles, and the legal environment that shapes privacy programmes. It covers regulatory enforcement by federal, state and self-regulatory bodies, alongside information management practices such as data governance, incident response and vendor management. It then addresses sector-specific rules including HIPAA, GLBA, FERPA and telecommunications and marketing privacy laws, as well as government and court access to private-sector information. Finally, it looks at workplace privacy, state privacy laws, and international privacy regulation including the GDPR and cross-border data transfer mechanisms.

WHO THIS COURSE IS FOR

Privacy Officers

Compliance Officers

Data Protection Officers

Legal Counsel

Risk Managers

Information Security Professionals

LEARNING OBJECTIVES

- Explain generally accepted privacy principles and their application
- Describe the steps involved in developing a privacy programme
- Identify federal, state and self-regulatory privacy enforcement bodies
- Apply data governance practices such as classification and flow mapping
- Plan an incident response process including breach notification
- Compare medical, financial and educational privacy laws like HIPAA
- Assess workplace privacy practices across the employment lifecycle
- Evaluate international data transfer mechanisms including the GDPR

9 Modules, 106 Topics

DAY 1**01**

Privacy in the Modern Era

INTRODUCTION TO PRIVACY

- What Is Privacy?
- What Is Personal Information?
- What Isn't Personal Information?
- Why Should We Care About Privacy?

GENERALLY ACCEPTED PRIVACY PRINCIPLES

- Management
- Notice
- Choice and Consent
- Collection
- Use, Retention, and Disposal
- Access
- Disclosure to Third Parties
- Security for Privacy
- Quality
- Monitoring and Enforcement

DEVELOPING A PRIVACY PROGRAM

- Crafting Strategy, Goals, and Objectives
- Appointing a Privacy Official
- Privacy Roles
- Building Inventories
- Conducting a Privacy Assessment
- Implementing Privacy Controls
- Ongoing Operation and Monitoring

ONLINE PRIVACY

- Privacy Notices

PRIVACY AND CYBERSECURITY

- Cybersecurity Goals
- Relationship Between Privacy and Cybersecurity
- Privacy by Design

02

Legal Environment

BRANCHES OF GOVERNMENT

Legislative Branch · Executive Branch · Judicial Branch

UNDERSTANDING LAWS

Sources of Law · Analysing a Law · Legal Concepts

Legal Liability · Torts and Negligence

03

Regulatory Enforcement

FEDERAL REGULATORY AUTHORITIES

Federal Trade Commission · Federal Communications Commission · Department of Commerce · Department of Health and Human Services · Banking Regulators · Department of Education

State Regulatory Authorities

SELF-REGULATORY PROGRAMS

Payment Card Industry · Advertising · Trust Marks · Safe Harbors

04

Information Management

DATA GOVERNANCE

Building a Data Inventory · Data Classification · Data Flow Mapping · Data Lifecycle Management

Workforce Training

CYBERSECURITY THREATS

Threat Actors

INCIDENT RESPONSE

Phases of Incident Response · Preparation · Detection and Analysis · Containment, Eradication, and Recovery · Post-incident Activity · Building an Incident Response Plan · Data Breach Notification

Vendor Management

05

Private Sector Data Collection

FTC PRIVACY PROTECTION

- General FTC Privacy Protection
- The Children's Online Privacy Protection Act (COPPA)
- Future of Federal Enforcement

MEDICAL PRIVACY

- The Health Insurance Portability and Accountability Act (HIPAA)
- The Health Information Technology for Economic and Clinical Health Act
- The 21st Century Cures Act
- Confidentiality of Substance Use Disorder Patient Records Rule

FINANCIAL PRIVACY

- Privacy in Credit Reporting
- Gramm-Leach-Bliley Act (GLBA)
- Red Flags Rule
- Consumer Financial Protection Bureau

EDUCATIONAL PRIVACY

- Family Educational Rights and Privacy Act (FERPA)

Private Sector Data Collection (continued)

TELECOMMUNICATIONS AND MARKETING PRIVACY

- Telephone Consumer Protection Act (TCPA) and Telemarketing Sales Rule (TSR)
- The Junk Fax Prevention Act (JFPA)
- Controlling the Assault of Non-solicited Pornography and Marketing (CAN-SPAM) Act
- Telecommunications Act and Customer Proprietary Network Information
- Cable Communications Policy Act
- Video Privacy Protection Act (VPPA) of 1988

06

Government and Court Access to Private Sector Information

LAW ENFORCEMENT AND PRIVACY

- Access to Financial Data
- Access to Communications

NATIONAL SECURITY AND PRIVACY

- Foreign Intelligence Surveillance Act (FISA) of 1978
- USA-PATRIOT Act 159 The USA Freedom Act of 2015
- The Cybersecurity Information Sharing Act of 2015

CIVIL LITIGATION AND PRIVACY

- Compelled Disclosure of Media Information
- Electronic Discovery

DAY 4

07

Workplace Privacy

INTRODUCTION TO WORKPLACE PRIVACY

- Workplace Privacy Concepts
- U.S. Agencies Regulating Workplace Privacy Issues
- U.S. Antidiscrimination Laws

PRIVACY BEFORE, DURING, AND AFTER EMPLOYMENT

- Employee Background Screening
- Employee Monitoring
- Investigation of Employee Misconduct
- Termination of the Employment Relationship

08

State Privacy Laws

TOPICS

- Federal vs. State Authority

FINANCIAL DATA

- Credit History
- California Financial Information Privacy Act

DATA SECURITY

- Recent Developments

DATA BREACH NOTIFICATION LAWS

- Elements of State Data Breach Notification Laws
- Key Differences Among States Today
- Recent Developments

DAY 5

09

International Privacy Regulation

INTERNATIONAL DATA TRANSFERS

- European Union General Data Protection Regulation
- Adequacy Decisions
- U.S.-EU Safe Harbor and Privacy Shield
- APEC Privacy Framework
- Binding Corporate Rules
- Standard Contractual Clauses
- Other Approved Transfer Mechanisms

CROSS-BORDER ENFORCEMENT ISSUES

- Global Privacy Enforcement Network
- Resolving Multinational Compliance Conflicts

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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