



# PRIVACY & INFORMATION SECURITY

## Fundamentals Training

### WHY IS TRAINING ON PRIVACY AND INFORMATION SECURITY SO IMPORTANT?

Nearly every UBC faculty and staff member has access to confidential information, including personal and financial data. As the loss or disclosure of this information could be very harmful, it's important for you to know how to protect it.

Users who take the training will be better informed on how to protect their own information and the information of others.

### WHAT DOES THE "PRIVACY & INFORMATION SECURITY - FUNDAMENTALS" TRAINING COVER?

The training covers the fundamental knowledge that everyone should have about privacy and information security, including units on:



Privacy & Personal Information



Working Remotely



Phishing



Storage & Encryption of Information



Transmission & Sharing of Information

There are six main learning outcomes from the Fundamentals training:

- Learn how to identify personal information and the rules for handling it
- Learn how and where to store confidential information and when it must be protected by encryption
- Learn how to securely transmit and share confidential information

- Learn how to protect confidential information when working away from the UBC campus
- Learn how to spot attempts to trick you into giving away confidential information
- Empower yourself to stay secure online and keep UBC's confidential information safe

### WHO SHOULD TAKE THE TRAINING?

The training is meant for all faculty and staff at UBC.

### IS THE TRAINING MANDATORY?

In order to comply with the *Freedom of Information and Protection of Privacy Act* (FIPPA), UBC must ensure that all faculty and staff have an adequate understanding of privacy and information security. For this reason, Policy 104, Acceptable Use and Security of UBC Electronic Information and Systems, requires all administrative heads to "work with UBC Information Technology to make training and other information and resources available to users in their unit".

### WHAT DO WE NEED FROM YOU?

Support privacy and security by taking the training yourself, and encouraging others to take it. Ask yourself what you can do to help to better protect UBC's confidential information.

### HOW DO I START THE TRAINING?

Learn more and enroll in the training by visiting the page [www.privacymatters.ubc.ca/training](http://www.privacymatters.ubc.ca/training)

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