



The Privacy Professor®

## Information Security and Privacy Training and Awareness Program

*Supports regulatory requirements for information security and privacy training*

- Covers current information security and privacy issues, with recent examples. Other training is not as current.
- Relates information security and privacy activities to personal use, which workers can then more easily relate to security and privacy activities for their job responsibilities. Other training does not do this.
- Most offerings can be customized to HIPAA and HITECH for healthcare covered entities (CEs) and business associates (BAs).
- Customization to other industries and regulations also available.
- Current education services:
  1. Online Training Modules
  2. Protecting Information Journal (meets legal requirements for ongoing awareness communications)
  3. Onsite Training
  4. Live Training Webinar
  5. Security Search Training Event

See details on following pages.

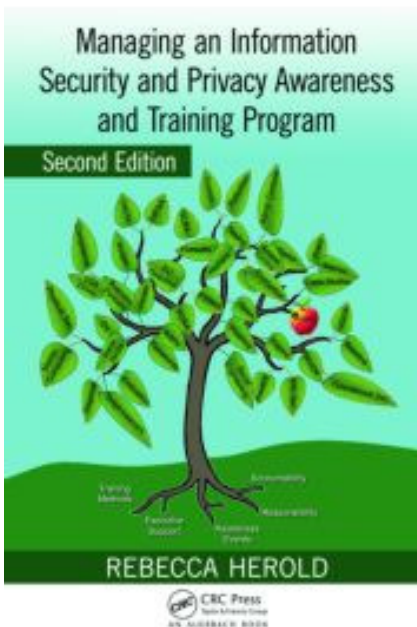
For more information please contact:

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For expert advice based on over 2 decades of education experience see Rebecca Herold's popular, highest rated book:



## 1. Online Training Modules.

- Each class module takes 15 – 20 minutes; an optimum learning retention length, and much shorter than most other, much less effective offerings.
- Made specifically for small and medium sized businesses, where workers often “wear many hats” of responsibilities, and where information security and privacy resources may be limited.

### Other details:

- The following information about each learner taking a module is logged:
  - a. Learner name;
  - b. Date and time the module was taken;
  - c. Module name;
  - d. Result of learning comprehension quiz following the module
- The training coordinator receives two reports to file in their client training coordinator to file with their compliance documentation :
  - a. Training reporting listing the name of each person taking the training, along with the associated time and date.
  - b. Quiz results report listing the name of each person taking the training quiz, along with the associated time, date, and quiz results, including the specific items missed for each individual and for the entire class.

### Pricing:

- Per single user: \$50 per class
- Bundled rates:
  - 2 - 15 users created at one time: \$40 per class per user
  - 16 - 30 users created at one time: \$35 per class per user
  - More than 30 users created at one time: The previous rate plus \$30 per class per each user over 30



## **Current Privacy Professor Online Modules**

**NOTE: All topics within modules meet Omnibus requirements**

### **1. Keep Information Security in Mind While Working Training Module (the first class every employee should take)**

**Time:** Approx. 20 minutes

**Topics covered include:**

- a. Workers Must Understand Security and Privacy
- b. Passwords
- c. Software Security
- d. Information Storage
- e. Data Backups
- f. Secure Messaging
- g. Online Security
- h. Secure Work Areas
- i. Disposal
- j. Wireless

### **2. Don't Throw Away Security & Privacy! HIPAA Training Module**

**Time:** Approx. 15 minutes

**Topics covered include:**

- a. Recent disposal breaches
- b. HIPAA/HITECH news
- c. Common disposal mistakes
- d. Requirements for disposal security
- e. Review

### **3. Maintaining HIPAA Compliance While Using Social Media Training Module**

**Time:** Approximately 15 minutes

**Topics covered include:**

- a. Social media facts
- b. Recent breaches occurring through social media
- c. Common social media risks and scams
- d. Social media risks to PHI and HIPAA compliance
- e. 8 Social media actions to protect PHI and stay in HIPAA compliance

### **More topics coming in 2014:**

- Big Data Privacy Risks
- Privacy in the Internet of Things
- Secure Messaging for HIPAA Compliance
- Physical Security for PHI and HIPAA Compliance
- PHI: Uses and Disclosures, and Minimum Necessary
- Know what "Incidental Disclosures" means under HIPAA
- HIPAA Compliance Activities that Prevent Identity Theft
- Compliance Actions for Patient Rights
- Privacy Breach Plans for HIPAA Compliance
- Privacy Breach Notice
- HIPAA Basics for Medical Devices Use

## 2. Protecting Information Journal.

This is the quarterly publication that supports both training and awareness that I recommend organizations provide to their employees as a way to help them understand, in bite-sized pieces, the many different types of information security and privacy issues and how to address them. This also supports the HIPAA/HITECH requirement for ongoing awareness communications.

Your subscription includes the following each quarter:

- **Protecting Information** (full length 8-page version) in an updateable MS-Word document.
- **Protecting Information** (full length 8-page version) in a ready-to-send PDF document.
- A short (4-page) version of **Protecting Information** in an updateable MS-Word document.
- A short (4-page) version of **Protecting Information** in a ready-to-send PDF document.
- **Awareness Advisor** in a PDF document. **Awareness Advisor** provides guidance and information about modifying the **Protecting Information** journal to best meet your company's needs, along with more information about each quarter's topic.
- An MP3 podcast of the featured article.

Samples are provided at: <http://www.privacyguidance.com/piqa-journal.html>

### Other details:

- The training coordinator is provided with guidance for documenting those who read each quarterly issue to file with their compliance documentation.

### Pricing

Number of readers	Cost
1 to 50	\$ 175.00
51 to 100	\$ 300.00
101 to 500	\$ 575.00
501 to 999	\$ 995.00
1000 to 2000	\$ 1,600.00
2001 to 3000	\$ 2,500.00
3001 to 4000	\$ 3,250.00
4001 to 5000	\$ 4,000.00
> 5000	\$ 5,000.00

### 3. Onsite Training.

Rebecca will provide a 2-hour HIPAA training session that will provide an overview of HIPAA and its requirements and importance at the Client site. She can provide this session 1 -2 times throughout the day, if the Client wishes to schedule to allow workers to be able to attend at different times throughout the day. This option allows for interactive questions, discussions about co-workers, and other insights and benefits that cannot be obtained through modules.

The Client will arrange for the facilities, and provide a projector, connection cables for Rebecca's laptop, and a screen. Rebecca will send a PDF copy of the slides (which will contain recent examples and news reports) to Client seven (7) business days before the class. Client may choose to print copies for the attendees and/or provide digital copies to attendees, to give to the class attendees on the day of the class. The Client can record the training and have available to show to their employees at any other time of Client's choosing, as many times as Client would like.

#### Other details:

- Rebecca will provide the training coordinator with the sign-in sheets to record those in attendance.
- The coordinator can then file the sheets, along with a copy of the training slides, in their compliance file.
- *NOTE: Please schedule at least two months in advance.*

#### Pricing:

- \$2000 plus all necessary travel and lodging costs
- \$1400 plus all necessary travel and lodging costs ***\*discounted price for Compliance Helper clients\****.

#### 4. **Live Training Webinar.**

Rebecca will provide a 1-2 hour online webinar training session that will provide an overview of HIPAA, its requirements and importance, and recent events and compliance activities. Rebecca can also provide webinars that are customized to focus on a specific target group, based upon their job responsibilities (e.g., Executives, IT, Customer Service, Marketing/Sales, etc.). Webinar training allows for interactive questions, discussions amongst co-workers, and other insights and benefits that cannot be obtained through online training modules. Other more tightly scoped topics (e.g., security and privacy when using: social media; mobile computing; disposal; identity theft; etc.) can also be arranged.

Rebecca will schedule via GoToTraining and either 1) send the attendance details to a client training coordinator to distribute to all those who will be attending, or 2) send attendance details to a list of attendees that a client representative provides. Rebecca will send a PDF copy of the slides (which will contain recent examples and news reports) to Client immediately following completion of the class. Each class attendee will be directed to take a Quiz after the training. The Quiz results, showing the detailed results for each learner, will be sent to the specified learning coordinator.

##### Other details:

- Attendance will be logged by the GoToTraining system, and using a roll call at the beginning of the training. Following the training Rebecca will send the attendance log to the client training coordinator to file with their compliance documentation.
- Up to 25 individuals can participate in each webinar session for the indicated price. *For more participants, up to 50, the webinar can be given twice with attendees distributed between the two.*
- *NOTE: Please schedule at least two months in advance.*

##### Pricing:

- \$1000 per unique webinar given 1 to 2 times
- \$800 per unique webinar given 1 to 2 times ***\*discounted price for Compliance Helper and BA Tracker clients\****



## 5. **Security Search Training Event.**

This is the training activity that organizations should do for special events, such as International Data Privacy Day, Information Security Day, etc.: [http://www.privacyguidance.com/security\\_search.html](http://www.privacyguidance.com/security_search.html). It gets all employees interested in information security and privacy and keeps them interested.

### Other details:

- The full package for this training event includes all the forms necessary to present the event, as well as to document the activity.
- The training coordinator can file all the forms with their compliance file.

### Pricing:

- For 0 to 25 workers: ***\$225 (includes shipping and handling within the U.S.)***
- For 26 to 50 workers: ***\$400 (includes shipping and handling within the U.S.)***
- For 51 to 100 workers: ***\$600 (includes shipping and handling within the U.S.)***
- For 101 to 200 workers: ***\$1000 (includes shipping and handling within the U.S.)***
- For 201 to 500 workers: ***\$2000 (includes shipping and handling within the U.S.)***
- For 501 to 1000 workers: ***\$3500 (includes shipping and handling within the U.S.)***
- For 1001 to 2000 workers: ***\$5000 (includes shipping and handling within the U.S.)***
- For more than 2000 workers: ***Rebecca will provide a customized quote***

For a quote or more information please contact:

**Liz Carter, Director of Sales**  
[Liz@PrivacyProfessor.Com](mailto:Liz@PrivacyProfessor.Com)  
713-594-5257

Please provide the number of workers within your organization to obtain a quote.