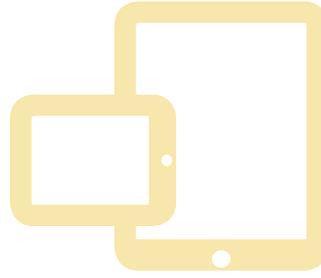# CIRMA E-Learning Center

Employee Confidential Records Online Training Program

Our E-Learning Programs are FREE to all CIRMA members.

Course Description:

According to a report done in 2006 by TransUnion, a provider of credit information, stealing employee records is the primary method of identity theft in the United States, beating all other sources, including stolen credit cards, mail theft, stolen purses or wallets. Anyone who has lived through the nightmare of identity theft is keenly aware of the havoc wreaked on their lives by the criminals responsible. Using this illegally acquired information, thieves go on wild spending sprees, purchasing cars, opening credit card accounts and even renting apartments.

In this course, the learner will gain understanding regarding the importance of protecting their own and their co-workers' personal information to prevent identity theft, the best practices to use to ensure this occurs and how to safely dispose of both paper and electronic information when it is no longer needed.

Time: Approximately 30 minutes   Preview the Employee Confidential Records online training program here.

Learning Objectives:

- Understand the importance of protecting the personal information of employees at your facility
- Identify who typically is responsible for stealing employee records
- Recognize the importance of awareness when working with other people's personal information

Key Topics Include:

- What's at Risk for Employees?
- Changing Perception
- Government Gets Involved
- What's at Risk for Employers?
- A "Clean Desk" Philosophy
- An Inside Job
- Need and Opportunity
- How Your Facility Handles the Problem
- Common Sense
- Access to Records by Third Parties
- Disposal of Paper Documents
- Computer Security

To access CIRMA's E-Learning Center or to see a complete schedule of CIRMA's instructor-led Training & Education programs, please visit —

www.CIRMATraining.org

To register for this course, please contact your organization's E-Learning Administrator.

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