



Preventing Data Leakage (II) Course Overview

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- 5 I.T. Security Resource
- 6 Specific Departmental Security Requirements (Optional) ~ 15 minutes

Prerequisite:

A basic understanding of using PCs, a keyboard and a mouse, plus knowledge of MS Windows 98/XP/Vista is required.

Course Duration:

3.5 Hours / 0.5 Day

- 1 **Challenges on Data Protection**
 - The Challenges of Data Security in the Modern Office
 - What is Data Leakage?
- 2 **Best Practices for Preventing Data Leakage**
 - Data Security Lifecycle
 - Common Data Leakage Channels
 - Rules to Protect Data
- 3 **Data and Access Control Security**
 - Access Control
 - Password Management
 - Data Security
 - Network & Communication Security
 - System Security Patch Updates
 - Data Disposal Best Practice
- 4 **Techniques to Prevent Data Leakage**
 - Whole Drive Encryption
 - File Encryption
 - Secure Delete