

Learning Module: Data Privacy Basics

Overview

This document introduces core concepts of data privacy and safe handling.

Learning Objectives

- Define personal data and sensitive data
- Explain consent and purpose limitation
- Identify common privacy risks in documents

Key Concepts

- Personal data: information that identifies a person
- Sensitive data: health, finance, biometrics, etc.
- Data minimization: collect only what is necessary
- Retention policy: store data only as long as needed

Quick Quiz

- 1) What is the safest action when receiving a document with PII?
- 2) Why should retention periods be defined?