U.S. Private-sector Privacy Certification

Outline of the Body of Knowledge for the Certified Information Privacy Professional/United States (CIPP/US™)

I. Introduction to the U.S. Privacy Environment

A. Structure of U.S. Law
   a. Branches of government
   b. Sources of law
      i. Constitutions
      ii. Legislation
      iii. Regulations and rules
      iv. Case law
      v. Common law
      vi. Contract law
   c. Legal definitions
      i. Jurisdiction
      ii. Person
      iii. Preemption
      iv. Private right of action
   d. Regulatory authorities
      i. Federal Trade Commission (FTC)
      ii. Federal Communications Commission (FCC)
      iii. Department of Commerce (DoC)
      iv. Department of Health and Human Services (HHS)
      v. Banking regulators
         1. Federal Reserve Board
         2. Comptroller of the Currency
      vi. State attorneys general
      vii. Self-regulatory programs and trust marks
   e. Understanding laws
      i. Scope and application
      ii. Analyzing a law
      iii. Determining jurisdiction
      iv. Preemption

B. Enforcement of U.S. Privacy and Security Laws
a. Criminal versus civil liability
b. General theories of legal liability
   i. Contract
   ii. Tort
   iii. Civil enforcement
c. Negligence
d. Unfair and deceptive trade practices (UDTP)
e. Federal enforcement actions
f. State enforcement (Attorneys General (AGs), etc.)
g. Cross-border enforcement issues (Global Privacy Enforcement Network (GPEN))
h. Self-regulatory enforcement (PCI, Trust Marks)

C. Information Management from a U.S. Perspective
a. Data classification
b. Privacy program development
c. Incident response programs
d. Training
e. Accountability
f. Data retention and disposal (FACTA)
g. Vendor management
   i. Vendor incidents
h. International data transfers
   i. U.S. Safe Harbor
   ii. Binding Corporate Rules (BCRs)
i. Other key considerations for U.S.-based global multinational companies
j. Resolving multinational compliance conflicts
   i. EU data protection versus e-discovery

II. Limits on Private-sector Collection and Use of Data

A. Cross-sector FTC Privacy Protection
a. The Federal Trade Commission Act
b. FTC Privacy Enforcement Actions
c. FTC Security Enforcement Actions
d. The Children’s Online Privacy Protection Act of 1998 (COPPA)

B. Medical
a. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
   i. HIPAA privacy rule
   ii. HIPAA security rule
b. Health Information Technology for Economic and Clinical Health (HITECH) Act of 2009

C. Financial
a. The Fair Credit Reporting Act of 1970 (FCRA)
b. The Fair and Accurate Credit Transactions Act of 2003 (FACTA)
c. The Financial Services Modernization Act of 1999 (“Gramm-Leach-Bliley” or GLBA)
   i. GLBA privacy rule
   ii. GLBA safeguards rule
d. Red Flags Rule
e. Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010
f. Consumer Financial Protection Bureau
D. **Education**
   a. Family Educational Rights and Privacy Act of 1974 (FERPA)

E. **Telecommunications and Marketing**
   a. Telemarketing sales rule (TSR) and the Telephone Consumer Protection Act of 1991 (TCPA)
      i. The Do-Not-Call registry (DNC)
   b. Combating the Assault of Non-solicited Pornography and Marketing Act of 2003 (CAN-SPAM)
   c. The Junk Fax Prevention Act of 2005 (JFPA)
   d. The Wireless Domain Registry
   e. Telecommunications Act of 1996 and Customer Proprietary Network Information
   f. Video Privacy Protection Act of 1988 (VPPA)
   g. Cable Communications Privacy Act of 1984

**III. Government and Court Access to Private-sector Information**

A. **Law Enforcement and Privacy**
   a. Access to financial data
      i. Right to Financial Privacy Act of 1978
      ii. The Bank Secrecy Act
   b. Access to communications
      i. Wiretaps
      ii. Electronic Communications Privacy Act (ECPA)
         1. E-mails
         2. Stored records
         3. Pen registers
   c. The Communications Assistance to Law Enforcement Act (CALEA)

B. **National Security and Privacy**
   a. Foreign Intelligence Surveillance Act of 1978 (FISA)
      i. Wiretaps
      ii. E-mails and stored records
      iii. National security letters
   b. Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA-Patriot Act)
      i. Other changes after USA-Patriot Act

C. **Civil Litigation and Privacy**
   a. Compelled disclosure of media information
      i. Privacy Protection Act of 1980
   b. Electronic discovery

**IV. Workplace Privacy**

A. **Introduction to Workplace Privacy**
   a. Workplace privacy concepts
      i. Human resources management
   b. U.S. agencies regulating workplace privacy issues
      i. Federal Trade Commission (FTC)
      ii. Department of Labor
iii. Equal Employment Opportunity Commission (EEOC)
iv. National Labor Relations Board (NLRB)
v. Occupational Safety and Health Act (OSHA)
vi. Securities and Exchange Commission (SEC)
c. U.S. Anti-discrimination laws
i. The Civil Rights Act of 1964
ii. Americans with Disabilities Act (ADA)
iii. Genetic Information Nondiscrimination Act (GINA)

B. Privacy before, during and after employment

a. Employee background screening
i. Requirements under FCRA
ii. Methods
   1. Personality and psychological evaluations
   2. Polygraph testing
   3. Drug and alcohol testing
   4. Social media

b. Employee monitoring
i. Technologies
   1. Computer usage (including social media)
   2. Location-based services (LBS)
   3. Mobile computing
   4. E-mail
   5. Postal mail
   6. Photography
   7. Telephony
   8. Video
   ii. Requirements under the Electronic Communications Privacy Act of 1986 (ECPA)
   iii. Unionized worker issues concerning monitoring in the U.S. workplace

c. Investigation of employee misconduct
i. Data handling in misconduct investigations
ii. Use of third parties in investigations
iii. Documenting performance problems
iv. Balancing rights of multiple individuals in a single situation

d. Termination of the employment relationship
i. Transition management
ii. Records retention
iii. References

V. State Privacy Laws

A. Federal vs. state authority

B. Marketing laws

C. Financial Data

a. Credit history
b. California SB-1

D. Data Security Laws

a. SSN
b. Data destruction
E. Data Breach Notification Laws
   a. Elements of state data breach notification laws
   b. Key differences among states today