



THE REPUBLIC UNITED OF TANZANIA



INSTITUTE OF ACCOUNTANCY ARUSHA

**INVITATION TO AN E-RECORDS & CONFIDENTIALITY MANAGEMENT AT
WORKPLACE PROGRAMME**

1.0 Background

The Institute of Accountancy Arusha is pleased to announce an “E-records & Confidentiality Management at workplace Programme”. Confidential information can be as small as a fingerprint or as big as a business plan. It’s the details of an internal investigation or a secret ingredient for success. One breach or careless mistake can put an entire organization at risk. Do employees know how to protect confidential information? Are they aware of the potentially devastating consequences of failing to keep it safe? Confidential Information identifies key pieces of data that require protection.

The course provides examples of personal and management information, as well as business information and trade secrets. Participants will explore critical concepts of confidentiality and will learn best practices for protecting confidential information. Learners will engage with entertaining animations, and real-world scenarios to get the knowledge they need.

Protecting confidential information is everyone’s responsibility. In-depth training increases the likelihood that employees will recognize this important information and take the right steps at the right time to protect it.

AS for fundamental Principles of Securing e-records, participants need to understand the core goals of security in relation to e-records, which are to provide availability, integrity, and confidentiality protection for critical assets. Each asset will require different levels of these types of protection. All security controls, mechanisms, and safeguards are implemented to provide one or more of these protection types, and all risks, threats, and

vulnerabilities are measured for their potential capability to compromise one or all of the AIC principles (availability, integrity and confidentiality).

2.0 Course Outlines

Module one: Confidentiality management at workplace

Key Concepts Covered In this part:

- Examples of personal, management and business information and trade secrets
- The difference between public and confidential information
- Guidance on seeking help and reporting improper disclosures
- A discussion of trade secrets
- Best practices for protecting personal, management and business information and trade secrets
- Guidelines for preventing and handling theft and loss
- Handling and storage best practices
- When to raise concerns or seek help
- Assurance the organization will investigate reports and take action as necessary
- The value of each employee in preserving the organization's reputation and maintaining an ethical workplace

Module two: Electronic records confidentiality and protection in general at work place

Key Concepts Covered In this part:

- availability of e-records
- Integrity of e-records
- Confidentiality of e-records
- Classification of e-records
- A discussion of mechanisms/technologies for managing e-records confidentiality, availability and integrity
- A discussion of the types and functionalities of controls used for maintaining confidentiality at workplace

- A discussion of the relationship of the following terms used for e-records confidentiality management at workplace
 - ✓ Threat agent
 - ✓ Threat
 - ✓ Vulnerability
 - ✓ Risk
 - ✓ Exposure
 - ✓ Asset and
 - ✓ Safeguard/control

3.0 Target Participants

Records Management personnel, Human Resources personnel, Executive Assistants, Office Management Assistants, Information Officers, Archivists, Documentation Officers and anyone else who is interested in this course.

4.0 Fees

The fee for the course is TShs 2,500,000/= (Two million five hundred thousand only) to cover for course materials and tea/coffee and Lunch. Payment may be in cash, cheque or bankers draft addressed to the Rector, Institute of Accountancy Arusha or directly to our Bank Account No. 014103007130 NBC, Arusha Branch. A discount of 3% will be offered to those who will sponsor 4 or more participants. The Institute may make accommodation and transport arrangements on your behalf at your own costs provided you inform us well in advance.

5.0 Dates & Venue

The course duration is two weeks (10 working days)

From Monday, 08th October to 19th October, 2018 at the Institute of Accountancy Arusha – Arusha Campus.

6.0 Contacts

- Course Director: Eng. Sifael Sabaya (Ass.Lecturer and Senior Systems Analyst)
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