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The TeBelSi Learning Units

#	Learning Unit	Short Description
LU1	**Process Management**	Analysis of business processes and production of strategic report concerning data protection and information security.
LU2	**ICT Risk Assessment**	Track changes in and outside the firm which have an impact on the firm's security strategy and produce reports for subordinates.
LU3	**Compliance Management**	Write company guidelines on how to deal with specific information and data.
LU4	**ICT Procurement**	Produce recommendations regarding items to be procured considering information security and data protection requirements of the firm.
LU5	**Sensitisation and Influencing**	Conduct (informational) activities to sensitise employees for security risks in their working routine and to spread awareness among the workforces.
LU6	**Education and Training**	Create training plans for the company in order to be able to regularly train the employees with regard to information security and data protection.
LU7	**Security Testing**	Install a firewall and anti-virus software. Perform updates and apply basic methods to test the security of software used in the firm and produce a corresponding documentation.
LU8	**Encoding**	Securitisation of mobile devices, communication channels and data storage units via passwords or other means of authentication.
LU9	**Data Management**	Conduct routinised back-ups of data and apply methods of proper conduct under GDPR to the data processing in the firm.
LU10	**Role Based Access Control**	Establish administrator accounts and restrict access-rights among employees according to defined security levels.
LU11	**Password Management**	Establish passwords for individual access among employees and allow for a safe storage and recovery process.
LU12	**Business Continuity Management**	Establish guidelines and procedures for the emergence of possible contingencies.
LU13	**Mediation & Stakeholder Management**	Coordinate the needs of the firm's executives and employees, providing both parties with information and insights from within the firm.