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# Configuring CCPA: California Consumer Privacy Act

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# California Consumer Privacy Act Configuration Guide

Welcome to the Course Configuration Guide. The purpose of this resource is to provide useful information for administrators to understand what all the options are to customize their EVERFI courses. Whether every single page is used or just one, it is important that learners are receiving the most up-to-date and relevant information they need.

Each EVERFI course has standard configuration options while newer, updated courses have additional fully-configurable pages throughout the content. These options allow you to tailor the learning experience to your unique organization. Not only will this impact the aesthetic, but it will also help the content resonate more with participants and build trust knowing their organization put thought and intention into the training.

We recommend reading through and printing out the full guide to understand the course learning objectives and to plan what content you want to use at your organization. There are suggestions from our subject-matter experts throughout the guide and areas to make notes and collaborate with other colleagues or departments who may have content to contribute.

What you can find in this guide:
1.    Configurations Layouts
2.    Course Overview
3.    Course Map
4.    Configuration Options per Module

# Configurations Layout: Welcome to the Course page

**Important to note:** All elements per page (Title, Body Text, and Image) must be included in order for the page to populate in the course. If an element is not included, then the entire page will be removed.

### 1. Title

The title appears in the top left corner of the configurable page just below the navigation bar.

We recommend having no more than 6 words that summarize the content below.

### 2. Body Text

This open text field is positioned under the Title on the left half of the page.

There are specific content suggestions in the following pages for this specific course and where it occurs in the experience.

### 3. Image

Images appear in the top right corner of the page.

Using your organization's imagery here goes a long way. Forgo the stock photos if you can and upload familiar faces and places your learners will recognize.

1. Sample Custom Page Title

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2. This page can be used to provide custom information to employees of your organization.

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# Configurations Layout: Policy / Resource Page

## 1. Policy / Resource Title

Add the name of the specific policy or resource in this field. This appears in the content page and in the course navigation menu.

To configure this element go to the Policies or Resources sections of the Admin Dashboard or through the Configurations menu.

## 2. Policy / Resource

This is where you attach your specific policies or resources for learners to access and e-sign (for policies only). For the policy in this course, it will appear on the content page within the course. For the resource, they will appear in the navigation window.

Some courses have the option to include multiple documents or web pages which will be indicated in the following pages. We strongly recommend using a URL for easy maintenance.

# CCPA: California Consumer Privacy Act

## Course Overview

This module introduces the CCPA and its immediate effects on both individuals and organizations. The learner is informed of the specific rights consumers have under the CCPA, the differences of treatment between consumer and employee data, and the specific impact these rights will have on the processes and policies of applicable organizations. This module contains 1 custom policy page and 4 other configurable pages.

## Learning Outcomes

In this course, employees will learn how to
- Recognize their organization's obligations to delete and disclose the personal information of consumers under the California Consumer Privacy Act (CCPA)
- Understand their role in supporting their company's handling of consumer inquiries under the CCPA
- Explain the impact the CCPA has on the privacy and security habits of applicable businesses
- Recognize their company's compliance obligations under the CCPA and their role in supporting those efforts

## Course Details

- **Audience:** All Employees
- **Course Length**: 10 minutes
- **Mobile-Friendly:** Compatible with desktops, tablets, and mobile devices

# Course Map

**Module 1: California Consumer Privacy Act**
- California Consumer Privacy Act
- Standard Custom Page*
- Desire for Further Protections
- Consumer Protections
- Policy Acknowledgement*
- Employee Data
- Let's Review
- Let's Review
- Impact on Business
- Standard Custom Page*
- Standard Custom Page*
- CCPA Resources
- Standard Custom Page*
- Summary

* indicates a configurable page

# Configuration Options

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| Configuration Name | Layout | Suggested Content |
|---|---|---|
| **Welcome Letter Page 2**<br>● Custom Page Title<br>● Custom Page Text<br>● Custom Page Image | **Standard Page** | ● Introduce the course topic and learning objectives<br>● Convey the organizational goal of taking this course and workplace culture expectations<br>● Set expectations, goals, deadlines<br>● Contact info for EVERFI tech support and an organization contact<br>● Use an image of recognizable people or places (CEO, Head of HR, co-workers, working space)<br>● Image Dimensions: 575px H by 495px W |
| **Privacy Policy Page 5**<br>● Custom Page Title<br>● Custom Page Text<br>● Custom Page Policy | ● **Policy Page** | ● All elements need to be populated for the page to appear in the course<br>● Add your organization's Privacy Policy<br>● This can be a PDF or URL - we recommend URL to ensure information is up to date |

| Configuration Name | Configuration Type |
|---|---|
| **Page 10**<br>● Custom Page Title<br>● Custom Page Text | **Standard Page (No Image)** |
| **Page 11**<br>● Custom Page Title<br>● Custom Page Text | **Standard Page (No Image)** |
| **Page 12**<br>● Custom Page Title<br>● Custom Page Text | **Standard Page (No Image)** |

| Suggested Content |
|---|

- These three pages are preceded by a brief explanation of the impact the CCPA has on businesses, and followed by a summary of this module
- Use this page to facilitate your company's compliance with the CCPA regulations by ensuring those individuals responsible for handling consumer inquiries about the business's privacy practices are informed of:
- All of the requirements in the CCPA and any proposed or final regulations
- How to direct consumers to exercise their rights under the CCPA and any such regulations
  - See, e.g., Cal. Civ. Code §§1798.130(a)(6) and 1798.135(a)(3). [Requiring certain businesses to ensure that "individuals responsible for handling consumer inquiries about the business's privacy practices" are informed about the CCPA's provisions, and "how to direct consumers to exercise their rights under those sections."] For additional information, visit the California Department of Justice's CCPA website
- Note: We provide links to the entire text of the CCPA statutes and any proposed or final regulations on a later page. However, you may also wish to include additional resources to ensure that your employees have access to all of the requirements under both the Act and its regulations.

EVERFI, Inc. is the leading education technology company that has revolutionized prevention and compliance training online through its industry-leading courseware and technology. EVERFI educates employees on important skills relating to harassment, diversity and inclusion, culture, ethics, code of conduct and data security. Courses are built by a team of attorneys, prevention experts, and instructional designers who ensure that EVERFI's prevention and compliance courses are aligned with applicable law and research-based best practices. Our industry leading instructional design and subject matter expertise demonstrates our commitment to the core issues behind critical topics that are at the center of healthy workplace culture.

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Learn more about EVERFI Conduct & Culture at www.everfi.com/wcn