

Career Pathways: Data Privacy Fundamentals Certificate (*Oct. 2026 Newsletter*)

This month's Career Pathway Training spotlight focuses on data privacy and Personal Identifying Information (PII) safety fundamentals. The **Data Privacy Fundamentals** Coursera course provides key skills for job seekers pursuing roles in the **Office Administration or Health & Social Services Career Pathways umbrellas**. Roles may include office administration, medical services, childcare services, health & wellness, data management, and HR support.

This training can help job seekers build confidence in handling confidential Personal Identifying Information (PII) and strengthen their readiness for roles where data accuracy, privacy, and professionalism are essential.

This short, accessible training covers how to safely handle personal and sensitive information, a critical skill across many administrative and client-facing roles.

Training Details:

- Provider: Coursera
- Course link: [Data Privacy Fundamentals](#)
- Cost: CWI Works can provide a Coursera license free to the job seeker and subgrantee
- Length: 9 hours
- Skill level: Entry level
- Delivery method: Asynchronous online
- Language: 23 language options

Remember, training costs for an industry recognized certification can be charged to your SA5 budget! Please remember to enter any additional training into GPMS as a Training Service so it is recorded appropriately.

Training information posted in the newsletter will also be available on CWI University, so you can reference it at any time.

If you have questions or need support identifying appropriate training options, please reach out to me directly at KLewis@cwivworks.org.

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