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| ID | SOURCE | TARGET |
| [Screen 0](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=1_C_1) [1\_C\_1](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=1_C_1)  | Protecting Sensitive DataClick the forward arrow to begin. | 保护敏感数据请点击前进箭头开始课程。 |
| [Screen 1](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=2_C_2) [2\_C\_2](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=2_C_2)  | At Abbott, we rely on data to make decisions - often that data contains sensitive information.For us to fulfill our mission of helping people live their best lives through good health, it is essential that we keep this data secure and comply with the laws and ethical standards that Abbott upholds. This course is designed to give you the skills needed to support this task. | 在雅培，我们依靠数据做出决策——这些数据通常包含敏感信息。为了履行帮助人们获得健康，拥有更美好的生活的使命，我们必须确保这些数据的安全，并遵守雅培坚持的法律和道德标准。本课程旨在为您提供支持此任务所需的技能。 |
| [Screen 2](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=3_C_3) [3\_C\_3](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=3_C_3)  | After completing this course, you will have a better understanding of:* What sensitive data is,
* How we protect this data at Abbott,
* Your role in protecting sensitive data, and
* What to do if you think sensitive data may have been improperly disclosed or compromised.
 | 完成本课程后，您将更好地了解：* 什么是敏感数据，
* 在雅培，我们如何保护这些数据，
* 您在保护敏感数据方面的角色，以及
* 如果您认为敏感数据可能已被不当披露或泄露，该怎么办。
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| [Screen 3](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=4_C_4) [4\_C\_4](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/About/Pages/Contacts.aspx?showScreen=4_C_4)  | 1 | Personal InformationHere you will learn how governments, consumers, and the public have become increasingly concerned about the privacy and security of personal information.12 MinutesSection 1 | Personal InformationRecognizing Personal InformationLegal, Regulatory and Contractual RequirementsAbbott’s Privacy by Design PrinciplesReview2 | Confidential Business InformationHere you will learn how most of the business information we use in our day-to-day work activities is considered confidential.5 MinutesSection 2 | Confidential Business InformationRecognizing Confidential Business InformationCost of Not Protecting Confidential Business InformationInsider InformationReview3 | Protecting Sensitive DataHere you will learn what you can do to help protect sensitive data.8 MinutesSection 3 | Your Role in Protecting Sensitive DataAccessing and Using Sensitive DataSharing Sensitive DataRetaining and Disposing of Sensitive DataResponding to Improper DisclosuresReview4 | Knowledge CheckAssess your understanding of the key concepts and principles of this course.5 MinutesSection 4 | Knowledge CheckAssessmentClick the panel to get started.Click the yellow play button to begin.This content is not yet available. You must complete Section{a} {b}. | 1 | 个人信息在这里，您将了解政府、消费者和公众如何越来越关注个人信息的隐私和安全。12 分钟第 1 节 | 个人信息识别个人信息法律、监管和合同规定雅培的“从设计着手保护隐私”原则查看2 | 机密商业信息在这里，您将了解我们在日常工作活动中使用的大部分商业信息如何被视为机密信息。5 分钟第 2 节 | 机密商业信息识别机密商业信息不保护机密商业信息的代价内幕信息查看3 | 保护敏感数据在这里，您将了解如何帮助保护敏感数据。8 分钟第 3 节 | 您在保护敏感数据方面的角色访问和使用敏感数据共享敏感数据保留与处置敏感数据应对不当披露查看4 | 知识检查评估您对本课程的关键概念和原则的理解。5 分钟第 4 节 | 知识检查评估点击面板以开始。点击黄色播放按钮以开始。此内容尚不可用。您必须完成第 {a} {b} 节。 |
| [Screen 4](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=5_C_7) [5\_C\_7](https://abbott.sharepoint.com/sites/abbottworld/InformationTechnology/ISRM/Pages/default.aspx?showScreen=5_C_7)  | At Abbott, one common type of sensitive data we use is personal information.In recent years, governments, consumers, and the general public have become increasingly concerned about the privacy and security of personal information. | 在雅培，我们常用的一种敏感数据是个人信息。近年来，政府、消费者和公众越来越注重隐私和个人信息安全。 |
| [Screen 5](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=6_C_8) [6\_C\_8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=6_C_8)  | Personal information is any information that can be used to contact, locate, or otherwise identify an individual. | 个人信息是指可用于联系、定位或以其他方式识别个人身份的任何信息。 |
| Screen 6 [7\_C\_9](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=7_C_9)  | Kandice | Marketing Manager Can you give me some examples of personal information?Personal information can include biographical information, such as name, date of birth, email address and phone number.It can include information relating to an individual’s appearance, such as hair color or weight.It can also include information relating to an individual’s personal life, such as photos, browser cookies or location tracking information. | Kandice | 市场经理 您能否给我们举一些个人信息的例子？个人信息包括姓名、出生日期、电子邮件地址和电话号码等履历信息。可以包括个人的发色或体重等与外貌有关的信息。也可以包括与个人生活有关的信息，包括照片、浏览器 cookie 或位置追踪信息。 |
| Screen 7 [8\_C\_10](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=8_C_10)  | Jerry | Sales Representative Does personal information also include protected health information?Yes, it does.Protected health information (PHI) is a particularly sensitive type of personal information used in the healthcare industry. It includes any personally identifiable information in medical records, including conversations between medical professionals about treatment. | Jerry | 销售代表 个人信息是否也包括受保护的健康信息？是的，包括。受保护的健康信息 (PHI) 是医疗保健行业使用的非常敏感的个人信息类型。它包括医疗记录中的任何个人身份信息，包括医疗专业人员关于治疗的对话。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=9_C_11) [9\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=9_C_11)  | In most countries in which Abbott conducts business, there are laws and regulations in place designed to protect personal information, including protected health information.Laws relating to privacy and protection of personal information differ from one country to the next, but often embrace the same core principles.CLICK EACH OF THE HIGHLIGHTED AREAS ONSCREEN TO LEARN ABOUT THE DIFFERENT TYPES OF PRIVACY LAWS AND REQUIREMENTS IN PLACE AROUND THE WORLD. | 在雅培开展业务运营的大多数国家/地区，都制定了相应的法律法规来保护个人信息，包括受保护的健康信息。不同国家/地区对于隐私和个人信息保护方面的法律也不尽相同，但通常包含相同的核心原则。点击屏幕上的每个高亮显示区域，了解全球不同国家/地区的不同隐私法律和规定。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=10_C_11) [10\_C\_11](file:///D%3A/development/AbbottProtectSensitiveInfo/courses/EN-US/translation/reference/Transcript.pdf?showScreen=10_C_11)  | EuropeIn Europe, the General Data Protection Regulation (GDPR) is one of the most comprehensive privacy laws globally, and since its implementation in 2018, it has set the standard for privacy protection that other countries are trying to emulate. GDPR applies to organizations located within Europe, as well as organizations located outside of Europe that offer goods and services to or monitor the behavior of any individual residing in Europe.One of the key concepts of GDPR is the right to erasure, also known as the right to be forgotten. This right gives individuals the ability to request that their personal data be erased from an organization's records. If an individual makes such a request, the organization must take steps to erase the data from its systems and prevent its further use or disclosure. There may be exceptions to data subject requests. Nonetheless, Abbott will inform each validated data subject of what action is taken for each request. Violations of GDPR can result in heavy fines for companies, up to 4% of their annual global turnover, or 20 million euros (whichever is greater), for the most serious offenses. | 欧洲欧洲的《通用数据保护条例》(GDPR) 是全球最全面的隐私法之一，自 2018 年实施以来，它为隐私保护设定了标准，也令其他国家纷纷效仿。GDPR 条例不但适用于欧洲境内的组织，也适用于虽位于欧洲境外、但向居住在欧洲的任何个人提供商品和服务或监控其行为的组织。GDPR 的关键概念之一是删除权，也被称为被遗忘权。这项权利允许个人要求从组织的记录中删除其个人数据。如果个人提出此类请求，组织必须采取措施，从其系统中删除数据，并防止其进一步的使用或披露。数据主体请求可能存在例外情况。尽管如此，雅培将向每位经过验证的数据主体告知其对每项请求所采取的操作。违反 GDPR 的最严重情节可能会导致公司被处以高达其全球年营业额的 4% 或 2,000 万欧元（以较高者为准）的巨额罚款。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=11_C_11) [11\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=11_C_11)  | United StatesIn the United States, there is no single law that protects all personal information. Instead, there are privacy laws and regulations that apply to specific industries and types of data. For example, HIPAA protects the privacy of healthcare data, while the Fair Credit Reporting Act protects credit information.However, some states have begun enacting their own comprehensive data privacy laws. For instance, California has the California Consumer Privacy Act (CCPA), which gives Californians certain rights to their data, such as the right to know what personal information is being collected about them and the right to delete any personal information collected. The CCPA will be amended by the California Privacy Rights Act (CPRA) in 2023, which will give people even more rights to their data.Other states that have passed their own data privacy laws include Virginia, Colorado, Utah, and Connecticut. While each state's law is different, they all generally give people rights to their data and require companies to provide certain disclosures about their data processing activities.Fines for violating state privacy laws can be significant. For example, California can fine companies up to $7,500 USD per violation of the CCPA.CanadaThere are laws at both the federal and provincial levels in Canada that are designed to protect an individual's personal information. For example, the Personal Information Protection and Electronic Documents Act (PIPEDA) is a federal law that applies to private sector organizations and is enforced by the Office of the Privacy Commissioner of Canada.At the provincial level, Quebec, Alberta, and British Columbia have enacted privacy laws that are similar to PIPEDA. Some other provinces also have rules in place that provide similar protections for personal information, including the provinces of Ontario, New Brunswick, Newfoundland and Labrador, and Nova Scotia, which have enacted health information privacy laws.These laws are in place to help prevent personal information from being mishandled or collected without the individual's knowledge, and give people the right to access their own information and correct any errors.Violating these laws can result in significant fines. For example, violating PIPEDA can lead to a fine of up to $100,000. In Alberta, the Personal Information Protection Act (PIPA) allows for fines of up to $10,000 for individuals and $500,000 for organizations. | 美国美国并没有保护所有个人信息的综合法律。相反，美国制定了适用于特定行业和数据类型的隐私法律和法规。例如，《健康保险隐私及责任法案》(HIPAA) 保护医疗保健数据的隐私，而《公平信用报告法》则保护信用信息。然而，一些州已经开始制定自己的综合数据隐私法。例如，加州制定了《加州消费者隐私法》(CCPA)，它赋予加州人对其数据的某些权利，例如，了解正在收集哪些有关他们的个人信息的权利，以及删除所收集的任何个人信息的权利。CCPA 将于 2023 年由《加州隐私权法案》(CPRA) 所取代，这将赋予人们对其数据的更多权利。其他已通过自己的数据隐私法的州包括弗吉尼亚州、科罗拉多州、犹他州和康涅狄格州。尽管每个州的法律各有不同，但它们通常都赋予人们对其数据的权利，并要求公司披露其特定的数据处理活动。违反州隐私法的罚款可能十分高昂。例如，加州可对违反 CCPA 的公司处以最高 7,500 美元的罚款。加拿大加拿大联邦和各省都制定了旨在保护个人信息的法律。例如，《个人信息保护和电子文件法》(PIPEDA) 是适用于私营组织的联邦法律，由加拿大隐私专员公署执行。在省一级，魁北克、阿尔伯塔和不列颠哥伦比亚已颁布了类似于 PIPEDA 的隐私法。其他一些省份也制定了为个人信息提供类似保护的规则，包括安大略省、新不伦瑞克省、纽芬兰和拉布拉多省，以及新斯科舍省。这些省已颁布了健康信息隐私法。这些法律旨在帮助防止在个人不知情的情况下错误处理或收集个人信息，并赋予人们访问自己信息和纠正任何错误的权利。违反这些法律可能会导致巨额罚款。例如，违反 PIPEDA 可能会导致高达 100,000 加元的罚款。在阿尔伯塔省，个人信息保护法 (PIPA) 允许对个人处以最高 10,000 加元的罚款，并对组织处以 500,000 加元的罚款。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=12_C_11) [12\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=12_C_11)  | Asia PacificThe privacy laws in the Asia Pacific region are constantly expanding and becoming more comprehensive. Some countries, such as China, have implemented data localization measures which require companies to store some personal data on servers within their borders. Additionally, China has privacy and security impact assessment requirements for the cross-border transfer of personal information.Others, like Australia and Singapore, have adopted a more consumer-focused approach to privacy that gives individuals greater control over their information, including the right to know how companies are using it and the ability to access and correct it if necessary.The penalties for companies who violate data privacy laws also differ widely across the region. In China, for example, companies can be fined up to 500,000 RMB (about $72,000 USD) for violating data privacy laws.However, in Singapore, companies can be fined up to 1 million (Singapore) dollars (about $737,000 USD) for violating the country’s privacy law. | 亚太地区亚太地区的隐私法正在不断扩大，并变得更加全面。一些国家（例如中国）已经实施了数据本地化措施，要求公司将一些个人数据存储在其境内的服务器上。此外，中国对个人信息的跨境传输制定了隐私和安全影响评估要求。其他国家（如澳大利亚和新加坡）则采用了更加以消费者为中心的隐私保护方法，以便个人更好地控制自己的信息，包括了解公司如何使用信息的权利，以及在必要时访问和更正信息的能力。对违反数据隐私法的公司的处罚在该地区也存在很大差异。例如，在中国，公司可能因违反数据隐私法而被处以最高 500,000 元人民币（约合 72,000 美元）的罚款。而在新加坡，公司可能因违反该国的隐私法而被处以最高 100 万新元（约合 737,000 美元）的罚款。 |
| [Screen 8](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/training/Pages/Insider_Trading.aspx?showScreen=13_C_11) [13\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=13_C_11)  | RussiaRussia also has laws to protect its citizens' data, including a data localization law, which requires companies to store the personal data of Russian citizens on servers located in Russia.The law applies to companies that process the data of Russia's citizens, regardless of whether those companies are based in Russia or not. So, for example, a U.S.-based company that processes the data of Russian citizens would need to comply with the law.Like many countries, the law also requires companies to take steps to protect the personal data they process. For example, companies must ensure that the data is accurate and up-to-date and take steps to prevent it from being mishandled, lost, or stolen.The fines for violating the law can range from $12,000 to $72,000 USD for the first offense and up to $216,000 USD for the second offense. | 俄罗斯俄罗斯也制定了保护其公民数据的法律，包括数据本地化法。该法要求公司将俄罗斯公民的个人数据存储在俄罗斯境内的服务器上。该法律适用于处理俄罗斯公民数据的公司，无论这些公司是否位于俄罗斯。例如，一家处理俄罗斯公民数据的美国公司需要遵守该法律。与许多国家一样，该法律还要求公司采取措施，以保护其处理的个人数据。例如，公司必须确保数据准确和最新，并采取措施防止数据被错误处理、丢失或被盗。首次违法的罚款从 12,000 美元到 72,000 美元不等，二次违法的罚款最高可达 216,000 美元。 |
| [Screen 8](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=14_C_11) [14\_C\_11](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=14_C_11)  | Latin AmericaMost Latin American countries have laws in place that protect the privacy of individuals. However, many countries in the region, such as Ecuador, Argentina and Brazil, have recently revised their existing privacy regulations to stay current with international standards.Ecuador, for example, recently passed the Organic Law on the Protection of Personal Data (LPPD), which will go into effect in 2023. This law applies to any company around the world that processes the personal data of individuals in Ecuador.Like others in the region, the LPPD requires companies to provide notice and collect consent from individuals before using their data, destroy it when it is no longer needed, and meet certain restrictions before data is shared with other countries. These measures help protect the privacy of individuals across Latin America and ensure that companies are handling personal data responsibly.Violations of the LPPD can result in significant fines, ranging from 3% to 17% of an organization’s annual revenue from the previous year, providing a strong incentive for companies to comply with the law. | 拉丁美洲大多数拉丁美洲国家都制定了保护个人隐私的法律。然而，该地区的许多国家（例如厄瓜多尔、阿根廷和巴西）最近都修改了其现有的隐私法规，以与国际标准保持同步。例如，厄瓜多尔最近通过了《个人数据保护组织法》(LPPD)，并将于 2023 年生效。该法律适用于世界各地处理厄瓜多尔个人数据的任何公司。与该地区的其他法律一样，LPPD 要求公司在使用个人数据前提供通知，征得个人的同意，在不再需要时将其销毁，并在与其他国家分享数据前满足特定的限制。这些措施有助于保护拉丁美洲个人的隐私，并确保公司负责任地处理个人数据。违反 LPPD 可能会导致巨额罚款，从组织年收入的 3% 到 17% 不等，这为公司遵守法律提供了强大的动力。 |
| [Screen 9](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=15_C_12) [15\_C\_12](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=15_C_12)  | In addition to laws and regulations governing how Abbott conducts business, there may be additional obligations in specific contracts we have with customers.For example, the U.S. government is a customer of Abbott. Under the terms of such an agreement, we are required to meet the obligations set out in the U.S. Privacy Act of 1974.CLICK THE ‘PRIVACY ACT’ BUTTON TO LEARN MORE. | 除了对雅培如何开展业务适用的法律法规之外，我们与客户签订的具体合同中也可能存在额外的义务。例如，美国政府是雅培的客户之一。根据协议条款，我们必须履行美国《1974 年隐私法》中所述的义务。点击“隐私法”按钮，以了解更多信息。 |
| [Screen 9](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=16_C_12) [16\_C\_12](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=16_C_12)  | Privacy ActThe Privacy Act of 1974 (5 U.S.C. 552a) is an important Federal regulation. It establishes a Code of Fair Information Practice that governs the collection, maintenance, use, and dissemination of personally identifiable information about individuals maintained in systems of records by federal agencies. For certain transactions, Abbott may be granted access to government agency records. In such cases, Abbott must meet several obligations, including the need to demonstrate that privacy training on protecting personally identifiable information has been conducted.Employees should contact Legal before entering into any agreements with customers that have privacy obligations. | 隐私法《1974 年隐私法》（美国法典第五编第 552 条）是一部重要的联邦法规。它设立了一部《公平信息实践准则》，对联邦机构记录系统中保存的个人身份信息的收集、维护、使用和传播进行了规范。对于某些交易，雅培可能会被允许访问政府机构的记录。在这种情况下，雅培必须履行多项义务，包括需要证明已开展过保护个人身份信息的隐私培训。员工在与有隐私义务的客户签订任何协议之前，应联系法务部。 |
| [Screen 10](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=17_C_13) [17\_C\_13](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=17_C_13)  | The laws, regulations, and contractual requirements we have just reviewed are often complex and can change rapidly.Abbott has policies and procedures in place to ensure employees comply with these laws and regulations. If you have any questions or want to learn more, contact OEC or a member of the Global Privacy team.For contacts and additional information, click the Resources icon. | 我们刚刚查看的法律、法规和合同规定通常比较复杂，而且可能会迅速变化。雅培已制定政策和程序，确保员工遵守该等法律法规。如果您有任何问题或希望了解更多信息，请联系商业道德合规部 (OEC) 或全球隐私团队成员。请点击资源图标，以获取联系人和其他信息。 |
| [Screen 11](file:///D%3A/development/AbbottProtectSensitiveInfo/courses/EN-US/translation/reference/Transcript.pdf?showScreen=18_C_14) [18\_C\_14](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=18_C_14)  | Collection* Notice
* Consent

MANAGEMENT* Data Integrity
* Access and Correction

Usage* Disclosure and Use

Disposition* Retention and Disposal

Abbott’s data privacy and protection policies and procedures are organized around a simple set of principles. We call this Privacy by Design.These principles are designed to help employees protect sensitive data at each stage of the data lifecycle. To illustrate, let’s look specifically at personal information.The first stage of the data lifecycle is collection.During this stage, Abbott uses a variety of methods to collect personal information. For example, we may request consumers to provide contact details at an Abbott website, or we may capture personal data generated from one of our devices.In order to protect the privacy rights of the individuals during this stage, we maintain processes to ensure we adhere to the Privacy by Design principles of Notice and Consent.Notice is about letting people know what personal information is being collected and explaining in clear, precise, and unambiguous language how we plan to use that information.For example, when submitting an inquiry at abbott.com, the personal information we collect is used for the sole purpose of responding to the inquiry.Consent is about providing individuals with the opportunity to agree to the collection and use of their personal information.Generally, when we seek consent, we ensure it is:* Freely given. The individual is never coerced or told that consent is a requirement.
* Informed. The individual is given sufficient information to make a reasonable decision to which they are consenting.
* Affirmative. The individual must affirmatively provide consent. We never assign consent, for example, through an individual’s silence, nor do we require the individual to take some action, such as unchecking a box, to opt out of something.
* Revocable. The individual is provided with a clear explanation of how to revoke consent.

For example, a consumer registering with the Abbott Nutrition Similac© Strong Moms© Rewards program can consent to the collection and use of their Personal Information by opting in (e.g., checking a box) to receive additional promotional information.The second stage of the data lifecycle is management.During this stage, information is processed and stored.In order to protect personal information during this stage, we maintain processes that ensure we adhere to the principles of:* Data Integrity, and
* Access and Correction.

Data Integrity is about taking reasonable measures to ensure that the personal information we retain is accurate, complete, and current.One way we do this is by tracking and recording all activities that process personal information. This ensures we can identify the source of the data, the specific purposes for which the data has been processed, and where it is stored.Access and Correction is about providing individuals with reasonable access to their data and the opportunity to exercise their rights in connection with this data.This includes responding to an individual’s request to access, delete, transfer, or amend the stored records of personal information.The third stage of the lifecycle is usage.During this stage, personal information is used to support activities across the organization.In order to protect personal information during this stage, we maintain processes that ensure we adhere to the principle of Disclosure and Use.Disclosure and Use is about controlling who has access to personal information and limiting use to specific purposes.We manage this through access controls and other processes. These controls and processes limit access to individuals in specific job functions as well as limiting use to the specific purposes set out in the notice for which consent was provided.The final stage of the lifecycle is disposition.Disposition refers to what happens to data once it is no longer actively being used. Activities may include deletion, archiving, or retaining for legal hold purposes.In order to protect personal information during this stage, we maintain policies and processes that ensure we adhere to the principle of Retention and Disposal.Retention and Disposal of personal information is about retaining personal information for only the time necessary to achieve the purposes for which it was needed and processed.Once personal information is no longer required in an active production environment, Abbott has put in place processes to either archive or dispose of it in a manner consistent with Abbott’s data management, retention, and disposal requirements. Our retention and disposal requirements are also subject to any legal hold requirements relating to legal matters.For additional information related to retention or disposal requirements, see Abbott’s Global Records and Information Policy (l1-02) or contact Information Governance and Records. Details can be found in the Resources section of this training.For contacts and additional information, click the Resources icon.As we have just seen, our policies and procedures are designed to protect personal information throughout its lifecycle.We do this by adhering to the principles of:* Notice,
* Consent,
* Data Integrity,
* Access and Correction,
* Disclosure and Use, and
* Retention and Disposal.

COLLECTIONNoticeConsentMANAGEMENTData IntegrityAccess and CorrectionUSAGEDisclosure and UseDISPOSITIONRetention and Disposal | 收集* 通知
* 同意

管理* 数据完整性
* 访问与更正

使用* 披露和使用

处置* 保留与处置

雅培的数据隐私和保护政策及程序围绕一套简单的原则制定。我们称之为“从设计着手保护隐私”。这些原则旨在帮助员工在数据生命周期的每个阶段都能保护敏感数据。为了说明这一点，让我们具体来看看个人信息的保护。数据生命周期的第一个阶段是收集。在该阶段，雅培使用各种方法收集个人信息。例如，我们可能会要求消费者在雅培网站上提供详细的联系方式，或者我们可能会采集我们的某个设备上产生的个人数据。为了在此阶段保护个人的隐私权，我们制定了相关流程，以确保我们遵守“通知和同意”的“从设计着手保护隐私”原则。“通知”是让人们知道我们正在收集哪些个人信息，并用清晰、精准和明白的语言解释我们打算如何使用这些信息。例如，在通过 abbott.com 提交问询时，我们收集的个人信息仅用于回复问询这个唯一目的。“同意”是指让个人有机会同意收集和使用其个人信息。一般而言，当征求同意时，我们应确保作出的同意：* 是自愿给予的。决不强迫或告知该个人必须同意。
* 是知情的。个人可以获得足够的信息，以做出他们是否同意的合理决定。
* 是肯定性的。个人必须肯定性地表示同意。我们从不通过个人的沉默来表示同意，也不要求个人通过采取一些行动，如取消勾选一个框，来选择退出某事。
* 是可撤销的。向个人提供关于如何撤销同意的明确解释。

例如，消费者在注册雅培营养品 Similac© Strong Moms© 奖励计划时，可以通过选择是否加入奖励计划（例如，勾选框）来接收额外的促销信息，从而同意收集和使用其个人信息。数据生命周期的第二个阶段是管理。在该阶段，信息得到处理和存储。为了在这一阶段保护个人信息，我们维护了一些流程，以确保我们遵守以下原则：* 数据完整性，以及
* 访问与更正。

“数据完整性”指我们必须采取合理的措施，确保我们保留的个人信息是准确、完整和最新的。我们做到这一点的方法之一是跟踪和记录所有处理个人信息的活动。这样可确保我们能够确定数据的来源、处理数据的具体目的以及数据的存储位置。“访问与更正”指为个人提供合理的访问其数据的机会，并使其有机会行使与这些数据有关的权利。这包括回复个人提出的访问、删除、传输或修改个人信息存储记录的请求。生命周期的第三个阶段是使用。在该阶段，个人信息被用于支持整个组织的活动。为了在这一阶段保护个人信息，我们坚持遵守“披露和使用”原则的流程。“披露和使用”指控制哪些人享有个人信息的访问权限以及限定个人信息的具体使用目的。我们通过访问权限控制措施和其他流程进行管理。该等控制措施和流程限制将访问权限限定在担任具体工作职能的个人范围内，并限定个人信息仅可用于通知中所述的、经过同意的具体目的。该生命周期的最后一个阶段是处置。“处置”指数据不再具备有效用途时发生的情形。相关活动可能包括删除、存档或为了法律保留目的而保留。为了在该阶段保护个人信息，我们坚持遵守“保留与处置”原则的政策和流程。个人信息的“保留与处置”指仅在实现其需要和处理的目的所需的时间内保留个人信息。一旦活跃的生产环境不再需要个人信息，雅培就会制定流程，以符合雅培数据管理、保留和处置要求的方式将其存档或处置。我们的保留和处置要求还须遵守与法律事务有关的任何法定保留要求。若要了解与保留或处置要求有关的其他信息，请参见《雅培全球记录和信息政策》(l1-02) 或联系信息管理和记录部。详情可查询本培训的“资源”部分。请点击资源图标，以获取联系人和其他信息。正如我们已看到，我们的政策和程序旨在在个人信息的整个生命周期中保护个人信息。我们通过坚持以下原则实现这一点：* 通知，
* 同意，
* 数据完整性，
* 访问与更正，
* 披露和使用，以及
* 保留与处置。

收集通知同意管理数据完整性访问与更正使用披露和使用处置保留与处置 |
| [Screen 12](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=19_C_15) [19\_C\_15](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=19_C_15)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts covered in this section.Personal Information (PI)PI is any information that can be used to* Contact
* Locate, or
* Identify an individual.

Protected Health Information (PHI)PHI is a particularly sensitive type of personal information used in the healthcare industry.Privacy LawsPrivacy laws differ from one country to the next, but often embrace the same core principles.Abbott’s Privacy by Design PrinciplesAbbott’s data privacy and protection policies and procedures are organized around a set of principles, called Privacy by Design.Notice and ConsentNotice and Consent is about letting people know what PI is being collected and providing them the opportunity to agree to that collection.Data IntegrityData Integrity is about taking reasonable measures to ensure that PI is accurate, complete, and current.Access and CorrectionAccess and Correction is about providing individuals the right to access and correct their data.Disclosure and UseDisclosure and Use is about controlling who has access to PI.Retention and DisposalRetention and Disposal of PI is about retaining personal information for only the time necessary to achieve the purposes for which it was needed and processed.To check your progress, click the Menu buttonGreat job!You have completed section 1 of 4Click the forward arrow to continue learning | 点击箭头以开始查看。查看花点时间查看本节介绍的一些关键概念。个人信息 (PI)PI 是可用于* 联系
* 定位或
* 识别个人的任何信息。

受保护的健康信息 (PHI)PHI 是医疗保健行业使用的非常敏感的个人信息类型。隐私法各个国家/地区的隐私法各有不同，但通常具备相同的核心原则。雅培的“从设计着手保护隐私”原则雅培的数据隐私和保护政策和程序围绕所谓的“从设计着手保护隐私”原则制定。通知和同意“通知和同意”是指向人们告知正在收集什么 PI，并为他们提供同意该收集的机会。数据完整性“数据完整性”指我们必须采取合理的措施，确保 PI 是准确、完整和最新的。访问与更正“访问与更正”是指为个人提供访问和更正其数据的权利。披露和使用“披露和使用”是指控制谁可以访问 PI。保留与处置PI 的“保留与处置”指仅在实现其需要和处理的目的所需的时间内保留个人信息。要查看您的进度，请点击“菜单”按钮干得漂亮！您已完成第 1 节（共 4 节）请点击前进箭头以继续学习 |
| [Screen 13](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=20_C_17) [20\_C\_17](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=20_C_17)  | Another type of sensitive data that we may frequently use is confidential business information.Confidential business information is a broad category. It includes much of the business information we use and come in contact with on a daily basis. Confidential Information is information that is not publicly available that might be of use to Abbott’s competitors or harmful to Abbott if disclosed. | 我们可能经常使用的另一种类型的敏感数据是机密商业信息。机密商业信息是一个广泛的类别。它包括我们每日所使用和接触的大多数商业信息。机密信息是未公开的信息，如果披露，则可能为雅培的竞争对手所用，或不利于雅培。 |
| [Screen 14](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=21_C_18) [21\_C\_18](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=21_C_18)  | Kandice | Marketing Manager Can you give me some examples of confidential business information?Confidential business information can include, but is not limited to: product designs and processes, compositions, organisms, computer software, research and development data, clinical and pharmacological data, patient data, technical data, customer and prospective customer lists, business practices, marketing plans and strategies, financial and operational data, and personnel data.It can also include purchasing information, such as bids for contracts, supplier lists, and costing information. | Kandice | 市场经理 您能否向我们提供一些机密商业信息的示例？机密商业信息可能包括但不限于：产品设计和流程、组成、生物体、计算机软件、研发数据、临床和药理数据、患者数据、技术数据、客户和潜在客户名单、商业惯例、营销计划和战略、财务和运营数据以及人员数据。它还可以包括采购信息，例如投标书、供应商名单和成本核算信息。 |
| [Screen 15](https://abbott.sharepoint.com/sites/abbottworld/Legal/Pages/Home.aspx?showScreen=22_C_19) [22\_C\_19](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=22_C_19)  | Jerry | Sales Representative Are there certain types of confidential business information that are more sensitive than others?Yes. Certain types of confidential business information require greater care than normal because improper disclosure or use of this information can cause serious harm to the company.Examples include:* Trade secrets, manufacturing formulas and processes;
* Clinical and regulatory data, regulatory submissions, or pre-approval information; and
* Financial data that has not been released to the public.
 | Jerry | 销售代表 是否存在比其他机密信息更敏感的某些机密商业信息类型？是。对待某些类型的机密商业信息需要比正常情况下更加谨慎，因为不当披露或使用这些信息可能导致公司遭受严重损害。示例包括：* 商业秘密、生产配方和工艺；
* 临床和监管数据、监管性提交或预审信息；以及
* 尚未向公众发布的财务数据。
 |
| [Screen 16](http://abbottmfiles.oneabbott.com/?showScreen=23_C_20) [23\_C\_20](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=23_C_20)  | As you can see, most of the business information we use in our day-to-day work activities is considered confidential.A good way to confirm whether the business information you are using is confidential is to ask yourself a simple question:Is this information publicly available?If the answer is no, then the information should be considered confidential and appropriate steps must be taken to protect it. | 正如您所看到，我们在日常工作活动中使用的大多商业信息被视为机密信息。确认您使用的商业信息是否属于机密信息的一个有效方式是，问您自己一个简单的问题：该信息是否可以公开获得？如果答案为否，那么该信息应被视为机密信息，应当采取适当的措施保护它。 |
| [Screen 17](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=24_C_20b) [24\_C\_20b](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=24_C_20b)  | It is also important to remember that any confidential business information created as part of your job function at Abbott is Abbott’s property.As a result, you must protect this information and cannot keep it if your Abbott employment ends. | 同样重要的是要牢记，作为您在雅培工作职能的一部分而创造的任何机密商业信息都是雅培的财产。因此，您必须保护这些信息，如果您从雅培离职，您不能保留此类信息。 |
| [Screen 18](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=25_C_20c) [25\_C\_20c](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=25_C_20c)  | Protecting confidential business information is crucial.Not surprisingly, the improper use or disclosure of this information can result in significant harm to Abbott. | 保护机密商业信息至关重要。毫不奇怪，不当使用或披露此类信息可能会给雅培带来重大损失。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=26_C_20d) [26\_C\_20d](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=26_C_20d)  | The improper use or disclosure of confidential information can significantly harm Abbott’s relationship with its customers and clients, lead to embarrassing press and media coverage, and result in the loss of competitive advantages for Abbott. It can also result in civil lawsuits and criminal penalties, including against current and former employees.CLICK THE ‘RECENT CASES’ BUTTON FOR MORE INFORMATION. | 不当使用或披露机密信息可能会严重损害雅培与顾客和客户的关系，不仅导致令人难堪的媒体和新闻报道，还会导致雅培失去竞争优势。它还可能导致民事诉讼和刑事处罚，包括针对现任和前任员工。请点击“近期案例”按钮以了解更多信息。 |
| [Screen 19](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=27_C_20d) [27\_C\_20d](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=27_C_20d)  | RECENT CASESIn recent years, companies have received large jury verdicts and awards against former employees for improperly taking company information. For example, one company received $240 million award against a former employee who improperly disclosed the company’s confidential information to a competitor. Another company received an $854 million jury award against a former employee and his new employer when the former employee misappropriated the company’s confidential information and then used the company’s confidential information on behalf of the new employer.Studies indicate that the theft of confidential information causes losses between $209 and $625 billion to publicly traded companies. | 近期案例近年来，许多公司获得了针对前雇员不当获取公司信息的大型陪审团裁决和赔偿。例如，一家公司获得了针对前员工的 2.4 亿美元的裁定赔偿，因为该员工不当地向竞争对手泄露了公司的机密信息。另一家公司经陪审团裁决获得一名前员工及其新雇主 8.54 亿美元的赔偿，因为该员工盗用了公司的机密信息，并代表新雇主使用了该公司的机密信息。研究表明，机密信息被盗给上市公司造成的损失在 2,090 亿到 6,250 亿美元之间。 |
| [Screen 20](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=28_C_20e) [28\_C\_20e](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=28_C_20e)  | It should come as no surprise that authorities take the theft of confidential information very seriously.For example, under federal criminal statutes, an individual can face up to ten years in prison and a $5 million fine for stealing confidential information. In addition, if a company is found guilty of stealing confidential information, it can be fined $10 million or three times the value of the confidential information.CLICK THE ‘FINES AND PENALTIES’ BUTTON FOR MORE INFORMATION. | 因此当局非常重视机密信息的盗窃，这也不足为奇。例如，根据联邦刑事法规，窃取机密信息的个人最高可面临 10 年监禁和 500 万美元罚款。此外，一家公司若被判窃取机密信息罪名成立，会被处以 1,000 万美元或相当于机密信息价值三倍的罚款。请点击“罚款和处罚”按钮以了解更多信息。 |
| [Screen 20](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=29_C_20e) [29\_C\_20e](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=29_C_20e)  | FINES AND PENALTIESIn recent years, several people and companies have been fined or sentenced to prison for stealing confidential information. For example:* A competitor was fined $60 Million for stealing another company’s confidential information;
* A former IT employee was sentenced to 97 months in prison for stealing confidential information;
* A former salesman was sentenced to 12 months in prison for stealing confidential information;
* A senior executive was sentenced to 24 months in prison for stealing confidential information; and
* A research scientist was sentenced to 18 months in prison for stealing confidential information.
 | 罚款和处罚近年来，一些个人和公司因窃取机密信息而被罚款或被判入狱。例如：* 一家竞争对手公司因窃取另一家公司的机密信息而被罚款 6,000 万美元；
* 一名前 IT 员工因窃取机密信息被判处 97 个月监禁；
* 一名前销售员因窃取机密信息被判处 12 个月监禁；
* 一名高管因窃取机密信息被判处 24 个月监禁；以及
* 一名研究科学家因窃取机密信息被判处 18 个月监禁。
 |
| [Screen 21](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=30_C_21) [30\_C\_21](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=30_C_21)  | Another type of confidential business information that is important to recognize and protect is insider information.Insider information is any non-public, material information that, if publicly disclosed, could reasonably be expected to affect the market value of a company’s securities, or influence investors’ decisions on whether to buy or sell securities. | 另一种需要认识到并保护的机密商业信息是*内幕消息*。内幕信息指的是任何非公开的重要信息，一旦公开披露，可合理预期其会影响公司证券的市场价值，或影响投资者对是否购买或出售证券的决定。 |
| [Screen 22](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=31_C_22) [31\_C\_22](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=31_C_22)  | Examples of insider information include:* News of a potential acquisition,
* A delay in a product launch,
* News of a breach of internal IT systems,
* Unanticipated changes in earnings or dividend rates,
* Proposed tender offers or stock splits,
* Information about major new products,
* Contract awards,
* Expansion plans,
* Significant litigation or regulatory proceedings, etc.
 | 有关内幕信息的例子还有：* 有关潜在收购的消息，
* 产品发布延迟，
* 有关内部 IT系统遭到破坏的消息，
* 盈利或股息率的意外变化，
* 拟议的要约收购或股票分割，
* 有关主要新产品的信息，
* 合同授予，
* 扩张计划，以及
* 重大诉讼或监管诉讼等。
 |
| [Screen 23](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=32_C_23) [32\_C\_23](http://abbottmfiles.oneabbott.com/Default.aspx?showScreen=32_C_23)  | If you are aware or in possession of insider information, it is illegal to trade in, or recommend others to trade in, Abbott securities.This also applies to the buying and selling of securities of other companies, including those currently doing or expected to do business with Abbott.To learn more about Abbott’s expectations with regard to the use and protection of unpublicized information, review Abbott’s policy on Insider Trading. Details can be found in the Resources section of this training. | 如果您知道或持有内幕信息，则交易或建议他人交易雅培股票属于非法行为。这也适用于买卖其他公司的股票，包括目前或预期将与雅培有业务往来的公司。如需了解雅培在未公开信息的使用和保护方面的更多信息，请参阅《雅培内幕交易政策》。详情可查询本培训的“资源”部分。 |
| Screen 24 [33\_C\_24](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=33_C_24)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts covered in this section.Confidential Business InformationAny business information that is not publicly available should be considered confidential. This includes much of the business information we use in our day-to-day work activities.Improper Use of Confidential Business InformationThe improper use or disclosure of confidential business information can result in significant harm to the Company, our customers and employees.Insider InformationInsider information is any non-public, material information that, if publicly disclosed, could reasonably be expected to affect the market value of a company’s securities, or influence investors’ decisions on whether to buy or sell securities.To check your progress, click the Menu buttonGreat job!You have completed section 2 of 4Click the forward arrow to continue learning | 点击箭头以开始查看。查看花点时间查看本节介绍的一些关键概念。机密商业信息任何未公开的商业信息都应被视为机密信息。这包括我们在日常工作活动中使用的大部分业务信息。机密商业信息的不当使用不当使用或披露机密商业信息可能会对公司、我们的客户和员工造成重大损害。内幕信息内幕信息指的是任何非公开的重要信息，一旦公开披露，可合理预期其会影响公司证券的市场价值，或影响投资者对是否购买或出售证券的决定。要查看您的进度，请点击“菜单”按钮干得漂亮！您已完成第 2 节（共 4 节）请点击前进箭头以继续学习 |
| [Screen 25](https://abbott.sharepoint.com/sites/abbottworld/InformationTechnology/ISRM/Pages/default.aspx?showScreen=34_C_25) [34\_C\_25](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=34_C_25)  | Now that you have a good understanding of the different kinds of data you are likely to encounter during your workday, here is what you can do to help protect it. | 现在，您对您在工作中可能遇到的不同类型的数据已经有了很好的了解，以下是您为了保护这些敏感数据可以采取的措施。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=35_C_26) [35\_C\_26](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=35_C_26)  | Before accessing any sensitive data, make sure your role and responsibilities require you to access the data.If you have a question about whether you should access the data, especially with respect to personal information, contact your manager, the OEC or a member of the Global Privacy team.CLICK THE ‘DID YOU KNOW’ BUTTON FOR MORE INFORMATION. | 在访问任何敏感数据之前，务必确保您的职务和职责要求您访问这些数据。如果您对是否应该访问数据（尤其是个人信息）有疑问，请联系您的经理、商业道德合规部或全球隐私团队的成员。点击“您知道吗”按钮以了解更多信息。 |
| [Screen 26](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=36_C_26) [36\_C\_26](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=36_C_26)  | DID YOU KNOWAbbott engages in various forms of lawful monitoring to reduce the risk of improper data usage.This include monitoring the downloading of data or the sending of data to non-Abbott email addresses. | 您知道吗？雅培采取各种形式的合法监控，以降低不当使用数据的风险。这包括监控数据下载或向非雅培电子邮件地址发送数据。 |
| [Screen 27](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=37_C_27) [37\_C\_27](http://abbottmfiles.oneabbott.com/Default.aspx?showScreen=37_C_27)  | If you have permission to access sensitive data, only use it for the specific purpose for which you have been granted access.In the case of personal information, only use the data according to the consent given or notice provided. | 如果您有访问敏感数据的权限，请仅将其用于您获准访问的特定目的。如果是个人信息，只能根据提供的同意或通知使用该数据。 |
| [Screen 28](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=38_C_30) [38\_C\_30](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=38_C_30)  | Before sharing sensitive data, make sure the person you plan to share with has proper authorization.If you have a question about whether you should access the data, especially with respect to personal information, talk to your manager or a member of Abbott’s Privacy team. | 在共享敏感数据之前，确保您计划与之共享数据的人已取得适当的授权。如果您对是否应该访问这些数据（尤其是个人信息）有疑问，请咨询您的经理或雅培隐私团队成员。 |
| [Screen 29](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=39_C_31) [39\_C\_31](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=39_C_31)  | Requests from Your Own CountryIf an Abbott employee located in your same country requests sensitive data, always:* Confirm the identity of the person making the request;
* Confirm the person’s need to access the information;
* Check to make sure the person is authorized to receive the information;
* Verify that the information can be used for the requested purpose; and
* Share only the amount of information required to meet the need, not more.

If in doubt, contact OEC or Global Privacy prior to sharing sensitive data. | 来自本国/本地区的请求如果位于您本国/本地区的一名雅培员工请求敏感数据，应务必：* 确认提出请求者的身份；
* 确认此人访问该信息的必要性；
* 核实并确保此人有权接收该信息；
* 确认该信息可用于请求的目的；以及
* 仅共享满足要求所需的最低数量的信息。

如果有疑问，请在共享敏感数据之前联系商业道德合规部或全球隐私部。 |
| [Screen 30](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/GBLPRIV/Pages/Main/default.aspx?showScreen=40_C_32) [40\_C\_32](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=40_C_32)  | Requests from Other CountriesMany countries and regions have laws designed to protect the rights of their citizens, and place restrictions on the transference of personal information across national borders.If you receive a request for information containing sensitive data from a colleague in a different country than your own, check your division or function’s data privacy policies, or consult OEC or Global Privacy before proceeding. Then, follow the same steps you would if responding to a request from a colleague in your own country. | 来自其他国家/地区的请求许多国家和地区都制定了相关法律来保护公民的权利，同时对跨国传输个人信息也有所限制。如果您收到非您所在国家/地区同事的关于提供包含敏感数据的信息的请求，请查看您所在机构或部门的数据隐私政策，或在采取进一步行动之前咨询商业道德合规部或全球隐私部。然后，请按照响应您本国/本地区同事请求时的相同步骤进行处理。 |
| [Screen 31](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=41_C_33) 41\_C\_33  | Requests from Third PartiesIf the request for sensitive data is from a third party, ensure there is a valid and appropriate contractual agreement in place. If you are unsure, contact OEC, Global Privacy, or Legal prior to sharing. | 来自第三方的请求如果提供敏感数据的请求来自第三方，应确保已签署了有效和适当的合同协议。如果您不确定，请在共享之前联系商业道德合规部、全球隐私部或法务部。 |
| [Screen 32](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=42_C_35) [42\_C\_35](https://abbott.sharepoint.com/teams/GLB-BTS-ssdw/SitePages/Home.aspx?showScreen=42_C_35)  | Always archive or dispose of sensitive data in a manner consistent with Abbott’s data management, retention, and disposal requirements. | 始终以符合雅培数据管理、保留和处置要求的方式对敏感数据进行存档或处置。 |
| [Screen 33](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=43_C_36) [43\_C\_36](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=43_C_36)  | If you receive a legal hold order, you are prohibited from discarding, destroying, or deleting any information covered by the hold.If you have questions related to legal hold orders or retention and disposal, contact the attorney/paralegal listed in the Legal Hold notification, or call the Litigation Department at (224) 667-5701. | 如果您收到法律保留令，则您不得丢弃、销毁或删除该保留令涉及的一切信息。如果您对法律保留令或保留与处置有任何疑问，请联系法律保留通知中列出的律师/律师助理，或致电 (224) 667-5701 联系诉讼部门。 |
| [Screen 34](http://abbottmfiles.oneabbott.com/?showScreen=44_C_37) [44\_C\_37](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/training/Pages/Insider_Trading.aspx?showScreen=44_C_37)  | Always take special care with sensitive data when someone leaves Abbott.Managers must ensure the departing employee is terminated in the appropriate system (e.g., Workday for Employees or Fieldglass for Contingent Workers) as soon as they are notified the employee is leaving. This will ensure access to Abbott data, physical access to buildings, and final pay will be properly managed. | 有人从雅培离职时，一定要特别注意敏感数据。经理必须确保在收到员工离职的通知后尽快在适当系统（例如，适用于员工的 Workday，或适用于临时工的 Fieldglass）中终止离职员工的权限。这样做可以确保妥善管理对雅培数据的访问、进出建筑物的权限，以及最终支付。 |
| [Screen 35](http://abbottmfiles.oneabbott.com/Default.aspx?showScreen=45_C_37b) [45\_C\_37b](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=45_C_37b)  | Ensure no sensitive data leaves with the departing employee. Transition all files to the Abbott employee who will be assuming the departing person’s role or responsibilities.Remind the departing employee of the obligation not to keep or disclose sensitive information. Employees may not take their work product or any other Abbott property (e.g. mobile devices) with them when they leave Abbott. If you have questions about your local termination process, contact Human Resources. | 确保离职员工不会带走任何敏感数据。将所有文件移交给接替离职人员职务或职责的雅培员工。提醒离职员工其有义务不保留或披露敏感信息。员工离开雅培时，不得随身携带工作产品或任何其他雅培财产（如移动设备）。如果您对您当地的离职流程有疑问，请联系人力资源部。 |
| [Screen 36](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=46_C_38) [46\_C\_38](http://webstorage.abbott.com/hr/126_HR_Service_Center_Contact_List_English.pdf?showScreen=46_C_38)  | Inadvertent disclosures of PHI can happen at any time.For example, you may overhear a nurse discussing details of a patient’s health status or you may accidentally be copied on an email containing details of a patient’s record. | PHI 的意外披露随时可能发生。例如，您可能无意中听到一位护士讨论某患者的健康状况，或偶然收到别人抄送的包含某位患者病例的电子邮件。 |
| [Screen 37](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=47_C_38a) [47\_C\_38a](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=47_C_38a)  | In response to any inadvertent or improper disclosure of a patient’s protected health information (PHI), you should immediately report the incident to OEC or a member of the Global Privacy team. | 为了应对无意或不当披露患者受保护的健康信息 (PHI) 的任何情况，您应当立即将事件报告给商业道德合规部或全球隐私团队的成员。 |
| [Screen 38](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=48_C_38b) [48\_C\_38b](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=48_C_38b)  | If you become aware of the improper or inadvertent disclosure of Confidential Business Information, you should immediately report the disclosure to both:* Your direct supervisor, and
* OEC or a member of the Global Privacy team.

Your immediate reporting of the disclosure will help Abbott immediately retrieve the information, prevent additional improper or misuse of the information and if appropriate, assist the company with pursuing civil or criminal action. | 如果您发现机密商业信息被不当披露或因疏忽泄露，您应当立即将披露事件同时报告给：* 您的直接主管，以及
* 商业道德合规部或全球隐私团队的成员。

立即报告泄露行为将有助于雅培立即找回信息、防止信息的其他不当使用或滥用，以及在适当的情况下协助公司提起民事或刑事诉讼。 |
| [Screen 39](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=49_C_38c) [49\_C\_38c](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Pages/Home.aspx?showScreen=49_C_38c)  | You should never disclose Abbott sensitive data to anyone not authorized to receive the sensitive data.Similarly, you should only use Abbott sensitive data on behalf of Abbott and while performing your Abbott business function.If you improperly disclose sensitive data, you may face disciplinary action, up to and including termination of employment. | 您不应向任何未获授权接收雅培敏感数据的人披露雅培敏感数据。同样，在履行您的雅培业务职能时，您应仅代表雅培使用雅培敏感数据。如果您不当披露了敏感数据，您可能会面临纪律处分，情节严重者将被解雇。 |
| [Screen 40](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=50_C_38d) [50\_C\_38d](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=50_C_38d)  | You are not permitted, both during and after your Abbott employment, to share Abbott data with any Abbott competitor. | 您不可以在为雅培工作期间和从雅培离职后向雅培的任何竞争对手分享雅培数据。 |
| [Screen 41](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=51_C_38e) [51\_C\_38e](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=51_C_38e)  | Failure to return sensitive data to Abbott, transmitting sensitive data to an unapproved device, storage, account or server, or providing sensitive data to any person or entity not authorized to possess the information can lead to Abbott pursuing legal action against you.CLICK THE ‘LEGAL ACTION’ BUTTON FOR MORE INFORMATION. | 如果您未将敏感数据归还雅培，或者将敏感数据传输到未经批准的设备、存储、帐户或服务器，或者将敏感数据提供给任何未获授权拥有该等信息的个人或实体，雅培可能会对您采取法律行动。点击“法律行动”按钮了解更多信息。 |
| [Screen 41](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=52_C_38e) [52\_C\_38e](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=52_C_38e)  | LEGAL ACTIONLegal action could include Abbott filing a civil lawsuit against you that would:* Prevent you from working for a new employer until Abbott sensitive data has been returned and protected;
* Require you to turn over all electronic devices to Abbott for review and inspection;
* Cause you to pay monetary damages for illegally retaining and/or using Abbott sensitive data, and violating the duties and obligations you owe Abbott under your Abbott Employment Agreement; and
* Obligate you to pay the legal fees Abbott incurs as a result of filing a lawsuit to protect its sensitive data.

If necessary, Abbott will also work with local, state and federal authorities to protect and retain Abbott sensitive data. In this scenario, you could also face criminal penalties. | 法律行动法律行动可能包括雅培对您提起民事诉讼，包括：* 在雅培敏感数据被归还和获得保护之前，禁止您为新雇主工作；
* 要求您将所有电子设备移交雅培进行审查和检查；
* 要求您因非法保留和/或使用雅培敏感数据以及违反雅培雇佣协议中您对雅培的责任和义务而支付金钱赔偿；以及
* 要求您履行支付雅培因提起诉讼来保护其敏感数据而产生的法律费用的义务。

如有必要，雅培还将与地方、州和联邦当局合作，以便保护和保留雅培敏感数据。在这种情况下，您可能还会面临刑事处罚。 |
| Screen 42 [53\_C\_43](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=53_C_43)  | Any event involving a potential compromise of information security, including a lost or stolen mobile device, should be reported immediately to your local Global Service Desk.If you have any concerns about a potential violation or want to report a potential privacy incident, contact Global Privacy. | 任何可能危及信息安全的事件，包括移动设备遗失或被盗，都应立即向您当地的全球服务台报告。如果您对潜在的违规行为有任何疑虑，或想报告潜在的隐私事件，请联系全球隐私部。 |
| [Screen 43](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=54_C_44) [54\_C\_44](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=54_C_44)  | Click the arrow to begin your review.ReviewTake a moment to review some of the key concepts covered in this section.Accessing and Using Sensitive DataOnly access and use sensitive data for the specific purpose for which you have been granted access.Sharing Sensitive DataBefore sharing sensitive data:* Confirm the identity of the requestor;
* Confirm their need to access the information;
* Verify the information can be used for the purpose(s) requested; and
* Share only the amount required to meet the need.

Retaining and Disposing of Sensitive DataAlways archive or dispose of sensitive data in a manner consistent with Abbott’s data management, retention, and disposal requirements.Responding to Inadvertent Disclosure of PHIIn response to any inadvertent or improper disclosure of a patient’s PHI, immediately report the disclosure to OEC or a member of the Global Privacy team.Reporting a Privacy IncidentContact the Global Privacy team to report a potential privacy incident.To check your progress, click the Menu buttonGreat job!You have completed section 3 of 4Click the forward arrow to continue learning | 点击箭头以开始查看。查看花点时间查看本节介绍的一些关键概念。访问和使用敏感数据仅出于您被授予访问权限的特定目的访问和使用敏感数据。共享敏感数据共享敏感数据前：* 确认请求者的身份；
* 确认他们访问该信息的必要性；
* 确认信息可用于请求的目的；以及
* 仅共享满足要求所需的最低数量的信息。

保留与处置敏感数据始终以符合雅培数据管理、保留和处置要求的方式对敏感数据进行存档或处置。应对无意披露 PHI为了应对无意或不当披露患者 PHI 的任何情况，您应当立即将事件报告给商业道德合规部或全球隐私团队的成员。报告隐私事件联系全球隐私团队以报告潜在的隐私事件。要查看您的进度，请点击“菜单”按钮干得漂亮！您已完成第 3 节（共 4 节）请点击前进箭头以继续学习 |
| [Screen 44](https://icomply.abbott.com/Default.aspx?showScreen=55_C_45) [55\_C\_45](http://webstorage.abbott.com/hr/126_HR_Service_Center_Contact_List_English.pdf?showScreen=55_C_45)  | Where to Get HelpOffice of Ethics and Compliance (OEC)Global Privacy – Contact Global Privacy via email at [privacy@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html). You can find additional contact details and important information about privacy on the Global Privacy Portal [here](https://abbott.sharepoint.com/teams/GLB-BTS-ssdw/SitePages/Home.aspx) on Abbott World.OEC Contacts – You are encouraged to contact the OEC at any time with any ethics and compliance questions, or to discuss concerns about possible violations of our written standards, laws, or regulations.* Visit the [Contact OEC](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/About/Pages/Contacts.aspx) page on the [OEC website](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) on Abbott World or [OEC@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html).

ENTERPRISE CYBERSECURITYVisit the Enterprise Cybersecurity site [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) on Abbott World.Visit the [Simply Digital](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) site to learn about secure ways to share information.Legal DivisionContact the [Legal Division](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?icid=AW_MN_ORG_Legal) with questions or concerns about third-party contractual obligations regarding privacy and data protection.Contact the Information Governance team at [information.governance@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) with questions or concerns regarding retention requirements or for guidance on acceptable use of technology solutions.REFERENCE POLICIES:* Click [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?limit=499&00_p100=107&01_p1170*=GLB-CONF-INFO&06_p39=138_p2C131&resultsFromEachRepository=true&includeUnmanaged=true) to review the Confidential Information Policy
* Click [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) to review Abbott’s policy on Insider Trading
* Click [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=GLB-TECHNOLOGY-USE&01_p100=107&02_p39=131&showopendialog=0) to review the Acceptable Technology Use Policy.
* Click [here](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/GBLPRIV/Pages/Main/default.aspx#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=I1-02&01_p100=107&02_p39=131&showopendialog=0) to review the Records and Information Policy on M-Files.

OEC Policies and ProceduresFor our company’s global and country-specific OEC policies and procedures:* Abbott employees should visit [iComply](https://icomply.abbott.com/Default.aspx).

Human Resources Service Center* Click [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) for a list of HR support contact numbers.

Course ResourcesTranscriptClick [here](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) for a full transcript of the course. | 获取帮助的途径商业道德合规部 (OEC)全球隐私团队——通过电子邮件 [privacy@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) 联系全球隐私团队。详细联系信息以及有关隐私的重要信息，请点击[此处](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)查看“雅培全球”上的“全球隐私门户”。OEC 联系方式 — 我们鼓励您在遇到任何道德和合规问题时联系 OEC，或与 OEC 讨论可能违反我们书面标准或法律法规的事情。* 访问“雅培全球”[OEC 网站](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)上的[联系 OEC](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) 页面，或者联系 [OEC@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)。

企业网络安全点击[此处](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)访问“雅培全球”上的企业网络安全网站。请访问 [Simply Digital](http://abbottmfiles.oneabbott.com/Default.aspx) 网站以了解共享信息的安全方式。法务部关于第三方有关隐私和数据保护的合同义务，如有问题或疑虑，请联系[法务部](https://abbott.sharepoint.com/sites/abbottworld/Legal/Pages/Home.aspx?icid=AW_MN_ORG_Legal)。关于保留要求，如有问题或疑虑，或者关于技术解决方案的合理使用指引，请通过 [information.governance@abbott.com](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html) 联系信息管理团队。参考政策：* 点击[此处](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?limit=499&00_p100=107&01_p1170*=GLB-CONF-INFO&06_p39=138_p2C131&resultsFromEachRepository=true&includeUnmanaged=true)，查看《保密信息政策》
* 点击[此处](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)，查看《雅培内幕交易政策》
* 点击[此处](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=GLB-TECHNOLOGY-USE&01_p100=107&02_p39=131&showopendialog=0)，查看《可接受的技术使用政策》。
* 点击[此处](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html#3E4088E6-D40A-4DA2-90B9-76B55D51A390/views/_tempsearch?00_p1170=I1-02&01_p100=107&02_p39=131&showopendialog=0)，查看《M 文件的记录和信息政策》。

OEC 政策和程序对于我们公司的全球性和针对具体国家/地区的 OEC 政策和程序：* 雅培员工应访问 [iComply](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)。

人力资源服务中心* 点击[此处](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)查看人力资源支持联系人号码列表。

课程资源录音文稿点击[此处](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html)可查看本课程的脚本全文。 |
| [Screen 45](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=56_C_47) [56\_C\_47](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=56_C_47)  | The Knowledge Check consists of 10 questions. You must score 80% or higher to successfully complete this course.When you are ready, click the Knowledge Check button. | 知识检查部分有 10 道题。您必须达到 80% 或以上的正确率才能成功通过本课程测验。做好准备后，请点击**“知识检查”**按钮。 |
| Screen 46Question 1: Scenario57\_C\_48 | Assuming you have worked for Abbott for several years and have recently accepted an offer to work for another company, which of the following would you be legally allowed to take with you when you leave? | 假设您已在雅培工作了多年，并且最近接受了另一家公司的录用，那么在您离开时，您可以合法带走哪些物品？ |
| Screen 46Question 1: Options58\_C\_48 | [1] Personal Patient Information from clinical studies[2] Abbott customers lists and presentation information that you created while working for Abbott[3] Sales projections and financial data for your Abbott Division or Business Unit[4] Personal photos and mementos | [1] 来自临床研究的患者个人信息[2] 您在为雅培工作期间创建的雅培客户名单和演示文稿信息[3] 您所在的雅培部门或业务单位的销售预测和财务数据[4] 个人照片和纪念品 |
| Screen 46Question 1: Feedback59\_C\_48 | The correct answer is 4. Personal information, confidential business information, and Protected Health Information are all considered sensitive data that you cannot take with you or use after leaving Abbott. Additionally, all Abbott electronic devices and other Abbott property must be returned prior to leaving.For more information, see  Section 3.4, Responding to Improper Disclosures.  | 正确答案是 4。个人信息、机密商业信息和受保护的健康信息都被视为敏感数据，在您离开雅培后，不得带走或使用此类数据。此外，您必须在离开前归还所有雅培电子设备和其他雅培财产。请参阅第 3.4 节“应对不当披露”，以了解更多信息。 |
| Screen 46Question 2: Scenario60\_C\_48 | A Marketing Manager is working on a new product launch and must create a consent form for potential customers. The form will allow for the collection and use of personal information. To align with Abbott’s practices for consent, which of the following must be true for the consent form?Check all that apply. | 一名市场经理正从事新产品上市的工作，必须为潜在客户创建同意书。表格将允许他收集和使用个人信息。为符合雅培的同意实践，同意书必须满足以下哪些选项？请选择所有适用选项。 |
| Screen 46Question 2: Options61\_C\_48 | [1] The form must not pressure customers into giving their consent.[2] The form must provide customers with all the information about how their personal information will be used.[3] The form must require customers to actively agree to the collection and use of their personal information.[4] The form must not allow customers to withdraw their consent once they have given it. | [1] 表格不得迫使客户同意。[2] 表格必须向客户提供有关如何使用其个人信息的所有信息。[3] 表格必须要求客户主动同意收集和使用其个人信息。[4] 表格不得允许客户在同意后撤回其同意。 |
| Screen 46Question 2: Feedback62\_C\_48 | Abbott's practices for consent require that the form:* Be clear and concise.
* Not pressure people into giving their consent.
* Provide all information about how personal information will be used.
* Require people to actively agree to the collection and use of their personal information.
* Allow withdrawal of consent if desired.

For more information, see  Section 1.3, Abbott’s Privacy by Design Principles.  | 雅培的同意实践要求表格：* 简洁明了。
* 不得强迫他人同意。
* 提供有关如何使用个人信息的所有信息。
* 要求人们主动同意收集和使用其个人信息。
* 允许在需要时撤回同意。

请参见第 1.3 节“雅培的‘从设计着手保护隐私’原则”，以了解更多信息。 |
| Screen 46Question 3: Scenario63\_C\_48 | Disclosure and Use of sensitive data such as personal information is managed at Abbott through: | 披露和使用敏感数据，例如个人信息，在雅培通过以下方式管理： |
| Screen 46Question 3: Options64\_C\_48 | [1] De-identification of all data.[2] Access controls.[3] Both 1 and 2. | [1] 对所有数据进行去身份化处理。[2] 访问控制。[3] 1 和 2 同时适用。 |
| Screen 46Question 3: Feedback65\_C\_48 | Disclosure and Use of personal information are managed through access controls and other processes that limit access and use to individuals in specific job functions and for the specific purposes set out in the notice for which consent was given.For more information, see  Section 1.3, Abbott’s Privacy by Design Principles.  | 披露和使用个人信息通过访问控制和其他程序管理，该等其他程序将访问权限限定在担任具体工作职能的个人范围内，并限定个人信息仅可用于通知中所述的、经过同意的具体目的。请参见第 1.3 节“雅培的‘从设计着手保护隐私’原则”，以了解更多信息。 |
| Screen 46Question 4: Scenario66\_C\_48 | Which of the following is true in relation to the retention and disposal of personal information?Check all that apply. | 关于个人信息的保留与处置，下列哪些说法是正确的？请选择所有适用选项。 |
| Screen 46Question 4: Options67\_C\_48 | [1] Personal information is only retained for the time necessary to achieve the purposes for which it was collected and processed.[2] Once data is no longer required in an active production environment, it should always be disposed of.[3] Retention and disposal of personal information is subject to any holds relating to legal matters. | [1] 个人信息仅在为实现收集和处理该信息的目的所需的时间内保留。[2] 一旦活跃的生产环境不再需要数据，它们始终会被处置。[3] 保留和处置个人信息以有关法律事件的任何法律保留为前提。 |
| Screen 46Question 4: Feedback68\_C\_48 | Generally, Abbott should only retain personal information for the time necessary to achieve the purposes for which it was collected and processed. Once data is no longer required in an active production environment, it should be either archived or disposed of, in a manner consistent with Abbott’s data management, retention, and disposal requirements. Retention and disposal requirements are also subject to any holds relating to legal matters.For more information about the correct answer, Section 1.3, Abbott’s Privacy by Design Principles. | 一般而言，雅培保留个人信息的时间不得超过实现收集和处理该信息的目的所需的时间。一旦活跃的生产环境不再需要数据，雅培将按符合雅培的数据管理、保留与处置要求的方式存档或处置数据。保留与处置要求还以与法律问题有关的任何法律保留为前提。关于正确答案的更多信息，请参见第 1.3 节“雅培的‘从设计着手保护隐私’原则”。 |
| Screen 46Question 5: Scenario69\_C\_48 | An Engineer is working on developing a new product. Which of the following would be considered confidential business information that must be kept secure?Check all that apply. | 一名工程师正在开发一款新产品。以下哪项被视为必须保密的机密商业信息？请选择所有适用选项。 |
| Screen 46Question 5: Options70\_C\_48 | [1] Sales projections and forecasts for the new product.[2] Financial reporting data from Abbott’s Annual Report.[3] Purchasing information, such as bids for contracts for the new product.[4] Competitive information about similar products.[5] Proposals from third-party suppliers related to the new product. | [1] 新产品的销售估计与预测。[2] 摘自雅培年度报告的财务报告数据。[3] 购买信息，例如新产品合同的投标信息。[4] 类似产品的竞争对手信息。[5] 第三方供应商对新产品的建议。 |
| Screen 46Question 5: Feedback71\_C\_48 | Confidential Business Information is a broad category. It includes much of the business information we use and come in contact with on a daily basis. A good way to confirm whether something is confidential is to ask yourself a simple question:Is this information publicly available?If the answer is no, then the information is most certainly confidential, and you should take appropriate steps to protect it.For more information, see Section 2.1, Recognizing Confidential Business Information. | 机密商业信息是一个广泛的类别。它包括我们每日所使用和接触的大多数商业信息。有效确认某信息是否属于机密信息的方式是问自己一个简单的问题：该信息是否可以公开获得？如果答案为否，那么该信息肯定为机密信息，您应当采取适当的措施来保护它。请参见第 2.1 节“识别机密商业信息”，以了解更多信息。 |
| Screen 46Question 6: Scenario72\_C\_48 | The Global Data Protection Regulation (GDPR) is one of the most comprehensive privacy laws in the world. Implemented in 2018, it is the standard for privacy protection. This regulation was designed in: | 《通用数据保护条例》(GDPR) 是全球最全面的隐私法之一。它于 2018 年实施，为隐私保护设定了标准。该法规在……设计： |
| Screen 46Question 6: Options73\_C\_48 | [1] Canada[2] Asia[3] Europe[4] Russia[5] United States[6] Latin America | [1] 加拿大[2] 亚洲[3] 欧洲[4] 俄罗斯[5] 美国[6] 拉丁美洲 |
| Screen 46Question 6: Feedback74\_C\_48 | The correct answer is Europe. In Europe, the General Data Protection Regulation (GDPR) is one of the most comprehensive privacy laws globally, and since its implementation in 2018, it has set the standard for privacy protection that other countries are trying to emulate.For more information, see Section 1.2, Legal, Regulatory and Contractual Agreements. | 正确答案是欧洲。欧洲的《通用数据保护条例》(GDPR) 是全球最全面的隐私法之一，自 2018 年实施以来，它为隐私保护设定了标准，也令其他国家纷纷效仿。请参见第 1.2 节“法律、监管和合同协议”，以了解更多信息。 |
| Screen 46Question 7: Scenario75\_C\_48 | Your colleague just completed a project that involved collecting and using personal data. He's since received a request from another department to access that data. You advise your colleague to: | 您的同事刚刚完成了一个涉及收集和使用个人数据的项目。随后，他收到了另一个部门访问该数据的请求。您会建议您的同事： |
| Screen 46Question 7: Options76\_C\_48 | [1] Confirm the requester's identity and their need to access the information.[2] Verify that the requester is authorized to have a copy of the information.[3] Make sure that the data can be used for the requested purposes.[4] All of the above. | [1] 确认请求者的身份及其访问信息的需要。[2] 验证请求者是否有权拥有该信息的副本。[3] 确保数据可用于请求的目的。[4] 以上皆是。 |
| Screen 46Question 7: Feedback77\_C\_48 | One of the most common causes of data incidents within an organization is the improper sharing of data with unauthorized personnel. Before sharing any document or file containing sensitive data, always:* Confirm the identity of the person making the request and the person’s need to access the information.
* Check to make sure the person is authorized to have a copy of the information.
* Verify that the information can be used for the purposes they are requesting to use it for.
* Share only the amount of information required to meet the need, not more.

For more information, see Section 3.2, Sharing Sensitive Data. | 组织内部数据事件最常见的一个原因是，不适当地与未经授权的人员共享数据。在共享包含敏感数据的任何文档或文件之前；始终：* 确认提出请求的人和需要访问该信息的人的身份。
* 核实以确保该人获得了持有一份该等信息的授权。
* 确认该信息可用于其请求的目的。
* 仅共享满足要求所需的最低数量的信息。

请参见第 3.2 节“共享敏感数据”，以了解更多信息。 |
| Screen 46Question 8: Scenario78\_C\_48 | You are a Sales Representative visiting a clinic in your area. While waiting in the reception area, you accidentally misplace sensitive documents containing a patient's protected health information. What do you do? | 您是一名销售代表，正在访问您所在地区的一家诊所。在接待区等候时，您不小心错放了一份敏感文件，其中含有患者受保护的健康信息。您会怎么做？ |
| Screen 46Question 8: Options79\_C\_48 | [1] Notify the clinic's privacy officer.[2] Contact your supervisor.[3] Report the incident to OEC or a member of the Global Privacy team. | [1] 通知诊所的隐私官。[2] 联系您的主管。[3] 向 OEC 或全球隐私团队的成员报告该事件。 |
| Screen 46Question 8: Feedback80\_C\_48 | In response to any inadvertent disclosure of a patient’s protected health information, you should immediately report the incident to:* OEC or a member of the Global Privacy team.

For more information, see Section 3.4, Responding to Improper Disclosures. | 为了应对无意披露患者的受保护的健康信息的任何情况，您应当将事件报告给：* 商业道德合规部或全球隐私团队的成员。

请参阅第 3.4 节“应对不当披露”，以了解更多信息。 |
| Screen 46Question 9: Scenario81\_C\_48 | While traveling to work on the train, you accidentally leave your laptop containing sensitive work documents at your seat and exit the train. You realize your mistake when you reach your office and frantically search for your laptop, but it is nowhere to be found. What should you do first? | 您乘坐火车去上班，当您下车时，您不小心将存有敏感工作文档的笔记本电脑遗忘在了座位上。当您抵达办公室时，您四处寻找您的笔记本电脑但却徒劳无功，于是您意识到了自己的错误。您应该首先做什么？ |
| Screen 46Question 9: Options82\_C\_48 | [1] Call the train company and ask if someone turned in your laptop.[2] Go back to the train station and search for your laptop.[3] Contact your local Global Service Desk. | [1] 致电火车公司，询问是否有人上交了您的笔记本电脑。[2] 回到火车站，并寻找您的笔记本电脑。[3] 联系您当地的全球服务台。 |
| Screen 46Question 9: Feedback83\_C\_48 | If you believe that sensitive information may have been compromised, such as through a lost or stolen laptop, please contact your local Global Service Desk immediately.For more information, see Section 3.4, Reporting a Data Incident. | 如果您认为敏感信息可能已泄露（例如由于笔记本电脑丢失或被盗），请立即联系您当地的全球服务台。请参见第 3.4 节“报告数据事件”，以了解更多信息。 |
| Screen 46Question 10: Scenario84\_C\_48 | You should only use personal information:Check all that apply. | 您应仅在以下情况下使用个人信息：请选择所有适用选项。 |
| Screen 46Question 10: Options85\_C\_48 | [1] For the specific purpose for which you have been granted access.[2] According to the notice provided to the data subject.[3] According to the consent granted by the data subject. | [1] 用于您被授予访问权限的特定目的。[2] 根据提供给数据主体的通知。[3] 根据数据主体的同意。 |
| Screen 46Question 10: Feedback86\_C\_48 | If you have permission to access personal information, only use it:* For the specific purpose for which you have been granted access.
* According to the notice provided to the data subject.
* According to the consent granted by the data subject.

For more information, see Section 3.1 Accessing and Using Sensitive Data. | 如果您有权访问个人信息，请仅在以下情况下使用它：* 用于您被授予访问权限的特定目的。
* 根据提供给数据主体的通知。
* 根据数据主体的同意。

请参见第 3.1 节“访问和使用敏感数据”，以了解更多信息。 |
| [Screen 46](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=87_C_48) [87\_C\_48](https://abbott.sharepoint.com/sites/abbottworld/EthicsCompliance/Pages/Home.aspx?showScreen=87_C_48)  | All questions remain unanswered | 所有问题均未回答 |
| [Screen 47](http://www.learnex.co.uk/test/AbbottProtectSensitiveInfo/us/course/index.html?showScreen=88_C_49) 88\_C\_49  | No results are available, as you have not completed the Knowledge Check.Congratulations! You have successfully passed the Knowledge Check and completed the course.Please review your results below by clicking on each question.Once you are done, you must click the EXIT [X] icon in the course title bar before closing your browser window or browser tab.Sorry, you did not pass the Knowledge Check. Take a few minutes to review your results below by clicking on each question.When you are done, click the Retake Knowledge Check button. | 您尚未通过知识检查，无法查看结果。恭喜！您已顺利通过知识检查，并成功完成课程！请点击问题，在下方查看您的测验结果。完成后，在关闭您的浏览器窗口或浏览器标签之前，必须点击课程标题栏中的**退出 [X]** 图标。抱歉，您未通过知识检查。请点击各个问题，在下方查看您的测验结果。完成后，请点击**重新进行知识检查**按钮。 |
| 89\_toc\_1 | Introduction | 介绍 |
| 90\_toc\_2 | Welcome | 欢迎 |
| 91\_toc\_3 | Objectives | 目的 |
| 92\_toc\_4 | Menu | 菜单 |
| 93\_toc\_5 | Personal Information | 个人信息 |
| 94\_toc\_6 | Recognizing Personal Information | 识别个人信息 |
| 95\_toc\_7 | Legal, Regulatory and Contractual Requirements | 法律、监管和合同规定 |
| 96\_toc\_8 | Abbott’s Privacy by Design Principles | 雅培的“从设计着手保护隐私”原则 |
| 97\_toc\_9 | Review | 查看 |
| 98\_toc\_10 | Confidential Business Information | 机密商业信息 |
| 99\_toc\_11 | Recognizing Confidential Business Information | 识别机密商业信息 |
| 100\_toc\_12 | Cost of Not Protecting Confidential Business Information | 不保护机密商业信息的代价 |
| 101\_toc\_13 | Insider Information | 内幕信息 |
| 102\_toc\_14 | Review | 查看 |
| 103\_toc\_15 | Your Role in Protecting Sensitive Data | 您在保护敏感数据方面的作用 |
| 104\_toc\_16 | Accessing and Using Sensitive Data | 访问和使用敏感数据 |
| 105\_toc\_17 | Sharing Sensitive Data | 共享敏感数据 |
| 106\_toc\_18 | Retaining and Disposing of Sensitive Data | 保留与处置敏感数据 |
| 107\_toc\_19 | Responding to Improper Disclosures | 应对不当披露 |
| 108\_toc\_20 | Review | 查看 |
| 109\_toc\_21 | Knowledge Check | 知识检查 |
| 110\_toc\_22 | Introduction | 介绍 |
| 111\_toc\_23 | Assessment | 评估 |
| 112\_toc\_24 | Question 1 | 问题 1 |
| 113\_toc\_25 | Question 2 | 问题 2 |
| 114\_toc\_26 | Question 3 | 问题 3 |
| 115\_toc\_27 | Question 4 | 问题 4 |
| 116\_toc\_28 | Question 5 | 问题 5 |
| 117\_toc\_29 | Question 6 | 问题 6 |
| 118\_toc\_30 | Question 7 | 问题 7 |
| 119\_toc\_31 | Question 8 | 问题 8 |
| 120\_toc\_32 | Question 9 | 问题 9 |
| 121\_toc\_33 | Question 10 | 问题 10 |
| 122\_toc\_34 | Feedback | 反馈 |
| 123\_string\_1 | The Course cannot contact the LMS. Click 'OK' to continue and review the course. Note, Course Certification may not be available. Click 'Cancel' to exit  | 本课程无法联系 LMS。点击“确定”继续复习本课程。注意：课程认证可能不可用。点击“取消”退出  |
| 124\_string\_2 | All questions remain unanswered | 所有问题均未回答 |
| 125\_string\_3 | Questions | 问题 |
| 126\_string\_4 | Question | 问题 |
| 127\_string\_5 | not answered | 未回答 |
| 128\_string\_6 | That's correct! | 正确！ |
| 129\_string\_7 | That's not correct! | 不正确！ |
| 130\_string\_8 | Feedback:  | 反馈： |
| 131\_string\_9 | PROTECTING SENSITIVE DATA | 保护敏感数据 |
| 132\_string\_10 | Knowledge Check | 知识检查 |
| 133\_string\_11 | Submit | 提交 |
| 134\_string\_12 | Retake Knowledge Check | 重新进行知识检查 |
| 135\_string\_13 | Course Description: At Abbott, we frequently use sensitive data to make important business decisions. Because many of our stakeholders have concerns about how this data is collected and used, Abbott has policies and procedures in place to ensure this data is protected. This course explains what sensitive data is, why it is vital to our business, and what steps we can take to ensure we process and handle this information safely and securely. This course will take approximately 30 minutes to complete. | 课程描述：在雅培，我们经常使用敏感数据作出重要的商业决策。因为我们的一些利益相关者对如何收集和使用此数据有一些疑虑，雅培制订了一些政策和程序来确保该数据得到保护。本课程解释了什么是敏感数据，它为什么对我们的业务重要，我们可以采取什么措施确保我们安全地处理和管理该信息。完成本课程大约需要 30 分钟。 |
| 136\_string\_14 | Menu | 菜单 |
| 137\_string\_15 | Resources | 资源 |
| 138\_string\_16 | Reference Material | 参考资料 |
| 139\_string\_17 | Audio | 音频 |
| 140\_string\_18 | Exit | 退出 |
| 141\_string\_19 | Record My Results | 记录我的成绩 |