

Guidelines for Use of the Self-Training Manual *Protecting Privacy in State Government*

1. This Manual is offered by the California Office of Privacy Protection as a tool that state departments can use for providing basic privacy training of employees and contractors, as required in MM 06-12 of September 1, 2006.
2. The Manual contains the same information as the PowerPoint presentation, with speaker notes, already provided by the Office of Privacy Protection for use in classroom training.
3. Both the presentation and the Manual may be found on the State Government page of www.privacy.ca.gov.
4. While the Manual is designed for individual use, it will be more effective as a training tool if it is provided to employees in an appropriate context.
 - Managers or supervisors should introduce the manual to employees, explaining that protecting privacy is important to the department, and that all state employees are required to receive privacy training annually.
 - Set a time period, at least one hour, for employees to read the Manual, take the educational quizzes, and return the Acknowledgement Form. A group setting may be best.
 - Let employees keep the Manual as a reference.
 - After employees have completed the Manual, perhaps in a subsequent meeting, discuss the practices recommended in the Manual and any department-specific policies and practices with them.
5. Promptly reporting information security incidents is a critical part of the message to employees: Be sure to give employees contact information (phone, email) for your department's ISO.
6. The Acknowledgement Form is offered as a sample, to assist departments in tracking employee compliance with the training requirement. Please have your legal and/or labor relations office review the form. You may want to provide your own form and instructions on where copies of completed forms should be directed.