Guidelines for Use of the Self-Training

***Protecting Privacy in State Government***

1. Many basic security awareness training solutions offered do not address California specific privacy training requirements thus this training is offered by the Office of Information Security, California Department of Technology as a tool that state departments can use for providing basic privacy training of employees and contractors, to meet the California Information Practices Act (Civil Code 1798) and State Administrative Manual (SAM) 5320, Training and Awareness for Information Security and Privacy requirements.
2. The PowerPoint presentation, with speaker notes, is for use in classroom training.
3. Both the presentation, quiz, and acknowledgement of training is located on the CDT web page at <https://cdt.ca.gov/security/policy/#Privacy-Management>.
4. The training is designed for individual state entities to use as an effective training tool.
   * Managers or supervisors should use the manual to train employees annually about the importance of protecting privacy and its importance to the department and individuals the department serves, and the state employees’ responsibilities.
   * Set a time, at least one and ½ hours, for employees to watch or read the presentation, take the educational quizzes, allow for questions to be fielded by the designated Privacy Program Coordinator, and return the Acknowledgement Form. A group setting may be best.
   * Let employees keep the presentation as a reference.
   * After employees have completed the presentation, perhaps in a subsequent meeting, discuss the practices recommended in the presentation 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 your departments incident reporting procedures and the contact information (phone and 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.

[*Agency/state* entity] Privacy Training Acknowledgement

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| --- | --- | --- | --- |
| Employee Name: (Print) |  | Office/Branch: |  |
| Employee Telephone: |  | Employee Email Address: |  |
| Supervisor/Manager Name: |  | Supervisor/  Manager  Email Address: |  |
| Supervisor/Manager Telephone: |  |  |  |

I, acknowledge that I have reviewed and understand the requirements provided in the Protecting Privacy in State Government training for State employees. I agree to comply with the terms and requirements contained therein and agree to not disclose any personal information acquired in the course of my assigned duties to unauthorized persons. I understand that violation of these requirements may result in disciplinary action, up to and including termination of employment, as well as civil and criminal liability.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| Supervisor/  Manager Signature: |  | Date: |  |
| Entity ISO/Director Signature: |  | Date: |  |

Copy:

Employee

Supervisor/Manager

Employee Personnel File