

PRIVACY & SECURITY INFORMATION NOTICE

RAISING AWARENESS ABOUT THE IMPORTANCE OF PROTECTING
THE PRIVACY & SECURITY OF SENSITIVE INFORMATION

2008-02-25

PRIVACY TRAINING POLICY HHSA – L 22

Policy HHSA – L 22 “Privacy Training” was developed to support a more uniform approach to privacy training. As a HIPAA covered entity the County is required to provide privacy training to all workforce members. *NOTE: Workforce is defined as all paid employees, volunteers, interns and anyone under the direct control of the County.*

Policy Highlights:

1. Every member of the workforce must take the privacy training.
2. Every new member of the workforce must take the privacy training within thirty calendar days of the first day of employment.
3. Privacy training must be repeated every three years. The LMS web site will automatically notify employees of training requirements and track employee compliance.
4. Supervisors will be expected to show new hires where the training is located on the LMS web site.
5. On-site contractors who handle our sensitive information are not subject to the County privacy training policy, however on-site contractors must be trained on the County privacy expectations. The County expectations training document is available from the Privacy Officer.
6. Workforce members who do not have access to LMS should complete the County expectations training.

Questions can be sent to:
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COMPLIANCE OFFICE

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