



L-22: Privacy & Security Training, Statement, & Certification

POLICY: See HHS-A-L-22 Privacy & Security Training, Statement, & Certification, at www.cosdcompliance.org.

DEFINITIONS: See HHS-A Policy L-30 Privacy Definitions.

PROCEDURES:

1. HHS-A programs granting access to protected information shall ensure all staff complete annual privacy and security training. The training shall be provided by or approved by Business Assurance and Compliance (BAC).
2. HHS-A programs granting access to protected information that is covered under an applicable State agreement shall ensure that:
 - a. Staff sign a confidentiality statement prior to receiving access to any protected information. Programs shall only use a confidentiality statement approved by BAC.
 - b. Staff complete privacy and security training within thirty (30) calendar days of staff receiving access to protected information. Programs shall ensure all such training is provided or approved by BAC.
 - c. Certification of staff's privacy and security training is appropriately logged in the Learning Management System (LMS). For in-person trainings, the staff's supervisor shall maintain a sign-in sheet copy with the staff's signature to serve as certification.
 - d. Confidentiality statements, privacy and security training, and certifications of training are renewed at least annually, or more often as emerging privacy matters become evident or as the staff's job duties change.
 - e. Copies of signed confidentiality statements and certifications of training are maintained in compliance with applicable State agreements and maintained for six (6) years.

QUESTIONS/INFORMATION: Please contact HHS-A Business Assurance and Compliance (BAC) by email at Compliance.HHSA@SDCounty.ca.gov or by phone (619) 237-8571.