


GENERAL OFFICE MEMORANDUM 22-036

TO: ALL DISTRICT ATTORNEY PERSONNEL

FROM: SHARON L. WOO 
Chief Deputy District Attorney

SUBJECT: MANDATORY PRIVACY AWARENESS TRAINING

DATE: MARCH 16, 2022

On March 9, 2021, the Board of Supervisors passed a motion that focuses on future loss prevention for County departments, with emphasis on departments that have significant challenges in that area or highest risk costs.

In response to the Board motion, the Chief Executive Office (CEO) Risk Management Branch and the Department of Human Resources established performance scoring criteria for departments to identify and control losses using focused risk management control strategies.

One scoring criteria is focused on privacy and the measurement of departmental internal tracking processes to ensure workforce members that directly or indirectly access County information, including personally identifiable information (PII), complete the mandatory Privacy Awareness Training. To support the Board's motion, a mandatory Privacy Awareness Training curriculum has been developed by the CEO's Office of Privacy and is available on the County's Learning Link.

District Attorney employees are required to complete the Privacy Awareness Training no later than **June 30, 2022**, and will be required to take the training on an annual basis thereafter. This training must be completed in addition to the Mandated Security Awareness Training required by GOM 22-014.

The Privacy Awareness Training course topics are described below. Total training time is approximately one hour.

	<u>Privacy Awareness Training</u>	<u>Course Description</u>
1	Introduction to Privacy (1 min.)	The importance of protecting privacy in the workplace.
2	Data Handling (10 mins.)	Best practices for protecting and handling personal and County data.
3	Privacy Pushover (3 mins.)	Testing the employee's knowledge on how to protect information.
4	Privacy Basics (7 mins.)	Education on privacy awareness and how to keep personal information safe.
5	Protecting Employee Information (3 mins.)	How to protect sensitive employee information.

6	Privacy and Security Trap (3 mins.)	Testing knowledge of privacy and security scenarios.
7	Incident Reporting (10 mins.)	Education about reporting privacy and security incidents.
8	Phishing (5 mins.)	Defining and testing employee's knowledge about phishing.
9	Responsible Use of Social Media (9 mins.)	Privacy risks and best practices when using social media.
10	Remote Work: Best Practices (2 mins.)	Protecting the County's data while working remotely.
11	Keep an Eye on PII (3 mins.)	Best practices for storing, handling, and protecting PII.
12	Cybersecurity Pledge (2 mins.)	Employee's role in cybersecurity and data protection.

If you encounter technical issues, please contact the LADA Systems Helpdesk at (213) 725-5340.

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