SESSION ELEVEN: TRAINING

Timely and appropriate training is important as a means to ensure that everyone is able to address privacy issues, and follow the internal policies that have been created. Everyone has a responsibility for data privacy, and internal training programs should reflect this.

We will look at two categories of training for employees:

- Awareness training for all employees
- Specific policy training for those employees directly involved in their implementation

AWARENESS TRAINING FOR ALL EMPLOYEES

Describe the minimum privacy training that would be needed by everyone who works for an organization:

SPECIFIC POLICY TRAINING

Specific groups of employees should receive training in privacy policies and procedures in the organization consistent with the scope of their work. The policies covered may be different for each group of employees, based on the work they do. Some groups of employees may not need any additional training beyond awareness.