

INFORMATION SECURITY AND PRIVACY TRAINING AND AWARENESS

0937

(April 2015)

All employees, regardless of tenure or time base, are required to receive general security and privacy awareness training in accordance with State of California policies. The California Department of Forestry and Fire Protection (CAL FIRE) Information Security Office (ISO) accomplishes this through online training and ongoing awareness.

REFERENCE(S)

0937.1

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State Administrative Manual Sections [5320](#), [5320.1](#), [5320.2](#), [5320.3](#), and [5320.4](#)
CAL FIRE 4000 Training Handbook Sections [4002](#), [4003](#), [4007](#)
[National Institute of Standards and Technology SP 800-53: Awareness and Training](#)

GENERAL PROVISION

0937.2

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It is the intent of this policy to establish an information security and privacy awareness training capability throughout the Department to document, communicate, and train personnel on security best practices and concepts.

All new employees are required to successfully complete a basic security and privacy awareness course as part of the Department's training and awareness program within the first 30 days of employment. This module is essential in providing users with sufficient training material and supporting reference material to allow for the proper protection of information resources and data.

All employees thereafter are required to complete an annual compliance course. Role-based security training for user groups specific to information technology services and management is available in addition to other courses varying in levels.

The ISO also utilizes its Intranet page to communicate security alerts, advisories, and notices, host publications and presentations on a variety of security and privacy topics, display daily RSS feeds, provide additional resources, and publish monthly newsletters. Security awareness posters are also available upon request for posting at facilities including, but not limited to, a "What is a Reportable Incident" flyer available in the Appendix section of the handbook.

PROCEDURES

0937.3

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Annually, the ISO in cooperation with the California Natural Resources Agency (CNRA) distributes a statewide email announcement to all CAL FIRE employees with instructions on completion of the annual online training.

Upon completion of the training, employees are instructed to print out a copy of their certificate of completion and submit to their respective training officer to maintain for audit purposes. For employees unable to access a certificate of completion, the Employee Training Sign-Up Sheet (IIPP-6) is used to document completion of the training with a copy forwarded to the training officer to retain for audit purposes. Retention of training records should be maintained in accordance with published retention schedules and CAL FIRE 4000 Training Handbook requirements.

The ISO utilizes a database available through the CNRA for online training and tracking of course completions as well as monitoring of information security and privacy training activities. Periodically, rosters are forwarded statewide through the appropriate training officers for reconciliation.

To add an employee to the online training, managers/supervisors should contact the ISO with the following information: 1) full employee name, 2) civil service classification, 3) operational unit/program, and 4) email address or provide the ISO with a copy of the Request for Employee Clearance (CAL FIRE 151) to add access. To remove an employee from the online training, managers/supervisors should notify the ISO with the name of the employee and operational unit/program or provide the ISO with a copy of a CAL FIRE 151 to remove access.

The online training link and other training links are available on the Information Security Office webpage on the CAL FIRE Intranet under Organization/Director's Office/[Information Security](#).

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[\(see Forms or Forms Samples\)](#)