

State Administrative Manual (SAM) Section 5300.3 requires all DGS employees and contractors to receive Information Security and Privacy Awareness training. SAM sections 5300-5399 Information Security directs the collection, use, and management of information and technology and their protection to conduct State business. Specific information security and privacy laws and requirements are available on the DGS Information Security Office (ISO) internet website at <http://www.dgs.ca.gov/ISO> or by email to dgsinfosec@dgs.ca.gov.

Complete the **Information Security and Privacy Awareness Training** before filling the information below. This form is an acknowledgement of having received the training and information regarding your roles and responsibilities in protecting DGS assets for which you have been granted access. Complete this form by reading each statement before signing and dating at the bottom.

I HEREBY ACKNOWLEDGE THAT:

1. I have read or received training about DGS Information Security and Privacy and will comply with the security requirements indicated in the policy.
2. I understand that I may have access to confidential and sensitive information as a result of my employment, assignment or duties. I agree to use precautions to assure that this information is not disclosed to unauthorized persons or used or disposed in an unauthorized manner.
3. I understand that I may have physical access to state owned or leased facilities. I agree to use precautions to assure that my authorized access is restricted to my own usage.
4. I understand that I may be granted access to state owned computing systems. I agree to assure that my authorized access is restricted to my own use and according to the appropriate use policy.
5. I understand that DGS Information Security Policy applies when accessing DGS assets from on-site and remote locations such as mobile devices or from telework locations.
6. I will immediately notify my supervisor and the Information Security Office of actual or suspected security incidents. A security or privacy incident is defined as an intentional or unintentional event which may result in unauthorized access, loss, disclosure, modification, or destruction of information assets.
7. I understand that non-compliance with these policies may result in internal discipline up to and including dismissal, in accordance with agency and civil service rules. In certain instances, criminal or civil action may be initiated under the authority of state and federal laws including the California Information Practice Act, California Civil Code Section 1798.24 and California Penal Code Section 502.

“I CERTIFY THAT I HAVE READ THE STATEMENTS ABOVE AND AGREE TO ABIDE BY THEM.”

Employee Name(Printed)

Employee Signature

Date

Supervisor Name(Printed)

Supervisor Signature

Date

Division Name(Printed)

Unit/Office Name(Printed)

Employees:

- Complete the Information Security and Privacy Awareness Training.
- Review, sign and date the Security and Confidentiality Acknowledgement form (ISO-01).
- Provide the completed document to your supervisor. Your supervisor will validate your completion of the training and form. The completed form will be stored by your supervisor in their employee personnel file.

Supervisors:

- Make available the Information Security and Privacy Awareness Training and answer employee questions as they pertain to their employment or duties. Contact the DGS Information Security Office (ISO) if you require assistance in answering any questions.
- Review, sign and date each employee's completed Security and Confidentiality Acknowledgement form (ISO-01). Contact the ISO if you require assistance.
- Confirm each employee's completion of the training and form in ABMS.
- Retain the completed Security and Confidentiality Acknowledgement form (ISO-01) for each employee in your Supervisor - Employee personnel file. The DGS ISO, Audit Office, or State ISO may validate compliance by reviewing your files.

Exception:

- For those contractors or students hired directly by the Division or Business Office, retain the signed Security and Confidentiality Acknowledgement form (ISO-01) in the appropriate contract files or student personnel files. These employees do not have ABMS or employee identification numbers and are not tracked in ABMS.

Contact Us

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