



## ***INSTRUCTIONS***

### **Employees:**

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

### **Supervisors:**

1. 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.
2. Review, sign and date each employee's completed Security and Confidentiality Acknowledgement form (ISO-01). Contact the ISO if you require assistance.
3. Log each employee's completion of the training and form by using the ABMS.
4. 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 contract files or student personnel files. These employees do not have ABMS or employee identification numbers.

## ***Contact Us***

### **DGS Information Security Office**

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