



OMA is pleased to announce the launch of the NIH Annual *Privacy* Refresher Training!

This course is different than the Annual *Security* Refresher course staff just completed. Although located on the same website, the courses are separate. Privacy Refresher highlights:

- ✓ Information is stored in both paper-based and electronic systems;
- ✓ Personally identifiable and sensitive information must be safeguarded; and,
- ✓ Incidents involving the loss compromise of PII should be reported immediately!

The NIH Mandatory Training Oversight Committee unanimously recommended the Privacy Refresher be **mandatory** for all staff with Active Directory accounts and senior management approved it to be released. With your help, we can strengthen the culture of privacy at NIH and fulfill our training mandates!

Completion Date: Sept 14, 2012 (your IC may set earlier deadline)

- Visit [NIH Information Security & Privacy Awareness Training](#)
- Go through NIH Login (enter ID # from back of HHS badge)
- Login to take the **2012 NIH Annual Privacy Refresher**
- Do not log in as a General Public User (you will not receive credit)



Background on OMB and HHS Mandates

- **OMB Memorandum 07-16, *Safeguarding Against and Responding to the Breach of Personally Identifiable Information*** - Agencies must initially train employees (including managers) on their privacy and security responsibilities before permitting access to agency information and information systems. Thereafter, agencies must provide at least annual refresher training.
- **HHS Information Security and Privacy Handbook** – Provide privacy awareness training before granting access to Department systems and networks, and annually thereafter, to all employees and contractors, to explain the importance and responsibility in safeguarding PII and ensuring privacy, as established in Federal legislation and OMB guidance.
- **Contact the IT Service Desk for Technical Support**
- **Course Requirement? Contact your IC Privacy Coordinator**
- **Privacy Questions? Call (301) 451-3426**

