



Revision History

Version	Date
Data Protection Training Policy, 1.0	4 August 2021

DATA PROTECTION TRAINING POLICY

USEIC is committed to complying with all regulatory requirements, including assuring that the USEIC workforce members receive educational information related to the regulatory requirements of the Personal Data Protection Act (2012). All USEIC workforce members will complete PDPA training including information about USEIC Data Protection programs.

Reason(s) for the Policy

The PDPA Rules require that organizations provide training and information about the regulatory requirements of PDPA to their workforce members, including the organization's related policies and procedures with respect to Personally Identifiable Information (PII).

Primary Guidance To Which This Policy Responds

The PDPA (2012).

Who is Governed by This Policy

All USEIC workforce members.

Who Should Know This Policy

All USEIC workforce members.

I. Policy

- A. USEIC workforce members complete PDPA training requirements when hired, in addition to annual PDPA training.
- B. Training includes information about the USEIC Data Protection program.
- C. USEIC workforce members that fail to complete training within the required timeframe may be disciplined.
- D. Refresher, remedial, departmental, and other training is provided as needed.
- E. Periodic awareness reminders, information bulletins, briefings and other mechanisms are also utilized to communicate PDPA related information.

Responsibilities

- The Director and Data Protection Officer (DPO) will review, and update training material as needed and communicate training requirements and PDPA related information to workforce members.
- Workforce members will complete all assigned training within the required time frame.
- Executive Managers must assure that all USEIC workforce members comply with PDPA training requirements.

Definitions

Personally Identifiable Information (PII) is individually identifiable information:

- That is: (i) Transmitted by electronic media; (ii) Maintained in electronic media; or (iii) Transmitted or maintained in any other form or medium (includes paper and oral communications).
- PII excludes individually identifiable information: In employment records held by a covered entity in its role as employer; and (iv) Regarding a person who has been deceased for more than 50 years.

Workforce includes staff, and other individuals whose conduct, the performance of work for USEIC is under the direct control of USEIC.