

STATE OF MAINE

BDS PRIVACY/CONFIDENTIALITY TRAINING

The following steps need to be completed to document a staff person's training:

- (1) The staff person has reviewed the Privacy/Confidentiality Training module on the BDS Intranet web site.
- (2) The staff person has answered, in writing, all the questions in the Privacy/Confidentiality Training module.
- (3) The supervisor has reviewed the answers and discussed them with the staff person.
- (4) The supervisor certifies that the staff person has shown a satisfactory knowledge of State and Federal privacy/confidentiality requirements, laws and rules.
- (5) The supervisor has attached a copy of the Confidentiality Training Worksheet to this document.

I certify that _____ has shown a satisfactory
Employee's/Non-Employee Name

knowledge of State and Federal privacy/confidentiality requirements, laws and rules.

Supervisor's Signature

Date

Printed Supervisor's Name

Distribution: Original to Personnel; Copy to Employee; Copy to OIS Security Coordinator.