

ANNUAL EMPLOYEE TRAINING PLANNING RESOURCE

As required by Part 121 of the Commissioner’s Regulations, agencies must annually provide information privacy and security awareness training to their officers and employees with access to personally identifiable information. Such training should include, but not be limited to, training on the laws that protect personally identifiable information and how employees can comply with such laws. Use the table below to consider the training options. If you decide to include an option in your PD Plan, identify the target audience and date/timeframe in the implementation column.

TITLE	SCOPE	LENGTH	STYLE	IMPLEMENTATION
Cybersecurity Courses	<ul style="list-style-type: none"> • General Security Awareness • Common Threats 	10 Mins - 60 Mins	Online SafeSchools* KnowBe4* GCN*	
FERPA 101 for Local Education Agencies Course	<ul style="list-style-type: none"> • FERPA Scope and Rights 	40 Mins	Online (PTAC)	
Data Protection Reminders for Educators Video	<ul style="list-style-type: none"> • Data Security and Privacy Best Practices 	5 Mins	Video (RIC One Resource)	
Education Law 2-D Overview Course	<ul style="list-style-type: none"> • Education Law 2-D Requirements for Educational Agencies 	75 Mins	Online (RIC One Resource)	
District Specific Policies and Procedures			District Developed	

Individual Responsible for PD Coordination: _____

*These offerings require a subscription.



This resource is relevant to the ANNUAL EMPLOYEE TRAINING Part 121 of the Commissioner’s Regulations Requirements.