

## **West Virginia Executive Branch Privacy Tip of the Week**

### **Making the Most of Your Privacy Training**

#### **Question:**

How can I benefit most from privacy training?

#### **Answer:**

You should have completed training as part of your orientation. You may have received additional privacy training as well.

Taking training courses is part of everyone's job, but here's how to make the most of your privacy training experiences:

- ✓ Give the training course your full attention. We all struggle with competing work demands, but it's best to focus on the training completely. Leave your blackberry and other work behind. You'll learn more, and it will be more interesting!
- ✓ Think about how the material covered in the training applies to the personally identifiable information you handle. Are you comfortable that you understand all the rules? If not, ask your privacy officer for additional guidance.
- ✓ Give your privacy officer honest feedback on the training. Was it too easy or too hard? Did it provide you with information that you found helpful? Your privacy officer welcomes suggestions for how to make the training more useful.
- ✓ If there are other areas that you think the training should cover, be sure to share that with your privacy officer too.