24.301 Privacy training.

- (a) Contractors are responsible for ensuring that initial privacy training, and annual privacy training thereafter, is completed by contractor employees who-
- (1) Have access to a system of records;
- (2) Create, collect, use, process, store, maintain, disseminate, disclose, dispose, or otherwise handle personally identifiable information on behalf of the agency; or
- (3) Design, develop, maintain, or operate a system of records (see FAR subpart <u>24.1</u> and <u>39.105</u>).
- (b) Privacy training *shall* address the key elements necessary for ensuring the safeguarding of personally identifiable information or a system of records. The training *shall* be role-based, provide foundational as well as more advanced levels of training, and have measures in place to test the knowledge level of users. At a minimum, the privacy training *shall* cover-
- (1) The provisions of the Privacy Act of 1974 (<u>5 U.S.C. 552a</u>), including penalties for violations of the Act;
- (2) The appropriate handling and safeguarding of personally identifiable information;
- (3) The authorized and official use of a system of records or any other personally identifiable information;
- (4) The restriction on the use of unauthorized equipment to create, collect, use, process, store, maintain, disseminate, disclose, dispose, or otherwise access personally identifiable information;
- (5) The prohibition against the unauthorized use of a system of records or unauthorized disclosure, access, handling, or use of personally identifiable information; and
- (6) Procedures to be followed in the event of a suspected or confirmed breach of a system of records or unauthorized disclosure, access, handling, or use of personally identifiable information (see Office of Management and Budget guidance for Preparing for and Responding to a Breach of Personally Identifiable Information).
- (c) The contractor may provide its own training or use the training of another agency unless the *contracting* agency specifies that only its agency-provided training is acceptable (see 24.302(b)).
- (d) The contractor is required to maintain and, upon request, to provide documentation of completion of privacy training for all applicable employees.
- (e) No contractor employee *shall* be permitted to have or retain access to a system of records, create, collect, use, process, store, maintain, disseminate, disclose, or dispose, or otherwise handle personally identifiable information, or design, develop, maintain, or operate a system of records, unless the employee has completed privacy training that, at a minimum, addresses the elements in paragraph (b) of this section.

Parent topic: Subpart 24.3 - Privacy Training