

# Security Training Tracking

updated september 2025

Local agencies are responsible for tracking and ensuring that all staff review the three Security Training modules (1: Data Security, Privacy, and Breaches; 2: Physical and System Security; 3: Access, Storage, Communications, and Sites with Data) and the Security Training Review module (25 questions and answers).

This document can be used to help track training completion and should be signed by each staff person once the annual security training has been completed. Individual staff signatures are required for verification and auditing purposes.

## Agency Name:

## Fiscal Year:

Staff Tracking Table

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| **Staff Name** | **Staff Signature** | **Review Date** |
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