

# Department of Veterans Affairs

# Memorandum

**Date:** June 2, 2022

**From:** Deputy Under Secretary for Health, Performing the Delegable Duties of the Under Secretary for Health (10)

**Subj:** Annual Mandatory Privacy Training (VIEWS 7686234)

**To:** VHA Program Offices  
Veterans Integrated Service Network (VISN) Directors (10N1-23)

1. One of the main responsibilities of all Department of Veterans Affairs (VA) employees is to protect the information Veterans entrust to us. To do this, it is critical that all employees understand the basics of privacy principles and practices within the Veterans Health Administration (VHA). Annual privacy training provides that understanding and reminds us all of our responsibilities for protecting the privacy of our Veterans.

2. All employees, students, trainees and volunteers must complete privacy training annually using one of the nationally developed privacy training products. The level of access to VA data determines which privacy training products are appropriate for an individual to meet the annual privacy training mandate. The Attachment, Nationally Approved Annual Privacy Training outlines the different privacy training products available to meet the annual requirement based on level of access to VA data.

3. VISN Directors and VHA Program Officers are expected to establish processes to ensure their respective staff meet the annual privacy training requirements. This includes ensuring assignment of the appropriate mandatory privacy training to staff regardless of any automated, or lack thereof, assignment of training in the VA Talent Management System (TMS). Due to identified limitations with automatic assignment of privacy training in TMS by position or job series, VISN Directors and VHA Program Officers should direct Supervisors and Managers to review training assignments for their staff in TMS and manually assign the appropriate privacy training to staff based on the guidance in the Attachment, if not already present.

4. Please communicate the importance of privacy training to your respective staff. There can be serious consequences for our Veterans and the Department if employees do not understand or comply with the privacy requirements the annual privacy trainings address.

5. If you have any questions, please contact the VHA Privacy Office at [VHAPrivIssues@va.gov](mailto:VHAPrivIssues@va.gov).



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Attachment