

Notice to All Employees:

I want to take this opportunity to give you a brief summary of rights regarding your individual training records. As a general policy, we do not release participant information to external entities. Participants who must report continuing education to an external entity must do so by accessing their report from the LMS. Instructions for accessing the transcript are on the home page of the LMS should you need assistance.

Your rights include:

- You can review your training information and transcripts via the learning management system. Your direct supervisor also has the right to review training information as a part of the performance management process.
- You can provide written consent to the department before it discloses personally identifiable information from your training record. If you request a release of information to anyone (within the organization) other than for yourself or your direct supervisor – and are not able to access or print your own training record – you must provide the following information:
 - What information is to be released
 - To whom the information is to be released
 - The purpose for which it is to be released
 - Signature and the date signed

Only those individuals who are authorized with administrative rights to the LMS are able to view training records for legitimate business purposes.

Thanks,

Dinetta Richardson

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Assistant Director, Organization Development