



**ERUM MOTIWALA, CHIEF FINANCIAL OFFICER  
OFFICE OF THE CHIEF FINANCIAL OFFICER**

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August 1, 2024

*Signatures on File*

TO: All Principals  
All Department Heads

FROM: Aston A. Henry, Jr., Director  
Risk Management

Erum Motiwala, Chief Financial Officer  
Office of the Chief Financial Officer

VIA: Dr. Howard Hepburn, Superintendent  
Office of the Superintendent

SUBJECT: **SECURITY AND PRIVACY AWARENESS: MANDATORY ONLINE  
TRAINING**

To promote employees' safe cyber use behavior, as well as to protect students', parents' and employees' privacy rights, the District's Information and Technology Department and Risk Management Department have developed an annual training on security and privacy practices. Among the topics you will find in the security section: creating strong passwords to prevent hacking, avoiding phishing attacks, and staying safe while using technology at home. The privacy portion includes helpful information about education records covered by the Family Educational Rights and Privacy Act (FERPA). Employee rights protected by the Health Insurance Portability and Accountability Act (HIPAA) are also reviewed.

**ALL EMPLOYEES** are **REQUIRED** to complete the Security and Privacy Awareness course on Learning Across Broward (LAB) **no later than Friday, September 27, 2024**. Course completion will be tracked electronically and kept on file each school year.

For schools and locations requesting more in-depth information on these topics, in-person presentations are available upon request. Please contact David Creech, Assistant Director, IT Security, Information and Technology Department at



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754-321-0300 or at [david.creech@browardschools.com](mailto:david.creech@browardschools.com) (for cyber security training) and Todd Sussman, Privacy Officer, Risk Management Department at 754-321-1914 or at [todd.sussman@browardschools.com](mailto:todd.sussman@browardschools.com) (for privacy awareness training).

Please visit the [District's Privacy Information](#) website for SBBC's HIPAA and FERPA privacy notices, as well as detailed FAQs and fact sheets on communicable disease reporting and disclosures to law enforcement.

HH/EM/AAH:tc

- c. School Board Members  
Todd Sussman, Privacy Officer, Risk Management Department