**Security Awareness Program Training Policy**

**Overview:**

Trialomics, Inc is responsible for ensuring the confidentiality, integrity, and availability of all Protected Health Information (PHI) stored on its systems. Trialomics, Inc has an obligation to provide appropriate protection against threats, which could adversely affect the security of the system or its data entrusted on the system. Implementation of this policy will limit the exposure and possible effects of common threats to the systems.

**Scope:**

The security awareness program is designed to educate all workforce on the security policies for Trialomics, Inc.

**Policy:**

1. The Security Officer will be responsible for implementing and ensuring this policy is followed by all employees.
2. The Trialomics workforce, including management, and any business associates must undergo annual HIPAA security training using an external vendor.
3. New employees will be required to take the HIPAA compliant training within the first month of employment.
4. Training will be conducted annually, during a time specified by the Security Officer/ Security Awareness Training Team.
5. If there is a change to anything Security related, the Security Officer will provide the changes to all Workforce members, who must acknowledge receipt of the change via email.
6. All users must review and sign the New Contributor Checklist document.
7. The Information Security Officer and Privacy Officer will receive additional training.