

Protecting Privacy in State Government Quiz

Name: _____

Date: _____

Test Your Knowledge of Section 1

- 1) TRUE OR FALSE: Protecting personal information is something that only banks and other companies have to be concerned about.
- 2) TRUE OR FALSE: If people don't trust a state department, they don't have to turn over their personal information in order to use a government service.
- 3) CHOOSE THE CORRECT ANSWER: Which of the following are good reasons for a state department to protect privacy?
 - a) The Information Practices Act and other state laws require it.
 - b) Identity thieves want to steal personal information collected by state agencies.
 - c) Responding to a privacy breach costs a state department.
 - d) All of the above.
- 4) FILL IN THE BLANKS: Law enforcement calls _____
_____ the crime of our times.

Test Your Knowledge of Section 2

- 1) TRUE OR FALSE: When an identity thief opens new credit accounts in the victim's name, the victim usually learns about it within a month.
- 2) FILL IN THE BLANK: Identity theft is stealing someone's personal information and using it for _____ purposes.
- 3) TRUE OR FALSE: The use of someone's personal information when charged with a crime can be the most difficult type of identity theft for a victim to deal with.
- 4) TRUE OR FALSE: The total cost of identity theft in the U.S. in 2013 was \$32 billion.
- 5) FILL IN THE BLANKS: A key type of information identity thieves use to open new accounts is someone's _____.

Test Your Knowledge of Section 3

- 1) TRUE OR FALSE: A state department can collect personal information for any reasonable purpose.
- 2) CHOOSE THE CORRECT ANSWER: Which of the following are possible penalties for violating the Information Practices Act?
 - a) A State department could be sued.
 - b) A State employee could be disciplined or fired.
 - c) A State employee who steals a department's personal information could be fined \$5,000 and sentenced to a year in prison.

d) All of the above.

3) FILL IN THE BLANKS: The type of personal information that could trigger a notification if it is acquired by an unauthorized person is name, plus one or more of the following: Social Security number, driver's license or California Identification Card number, or _____ number.

4) TRUE OR FALSE: A California law prohibits printing Social Security numbers on health plan cards.

5) TRUE OR FALSE: A folder containing job applications, which include the applicants' Social Security numbers, is stolen from a State employee's car. The employee's department does not have to notify individuals of this, because the information was not in digital or computerized format.

Test Your Knowledge: Review (Choose the Best Answer)

1) If you believe that incoming mail has been stolen from your office, where should you report it FIRST?

- a) To your supervisor
- b) To your department's Information Security Officer
- c) To the U.S. Postal Inspection Service
- d) To the local police department

2) Which of the following is the strongest, most secure password for access to your computer?

- a) FLUFFY
- b) 9151950
- c) ERICKSON
- d) HMWC1WC2

3) Which of the following is the most secure way to get the Social Security numbers of seven people to a co-worker, who is on a business trip, is authorized to have the information, and needs it to do his job?

- a) Send the information in an email
- b) Call your co-worker and give him the information over the phone
- c) Leave the information in a voice mail message on your co-worker's cell phone
- d) Fax the information to your co-worker at his hotel

4) Which of the following would NOT be an information security incident to report to your department's Information Security Officer?

- a) Loss of a laptop containing unencrypted information
- b) Accidental mailing of an individual's medical records to the wrong person
- c) Theft of your purse, which contained a CD with state data on it
- d) Theft of a state-owned electric stapler

5) Which of the following should you do before leaving your workstation for a meeting?

- a) Put documents, disks, and other records containing personal information in a drawer or otherwise out of sight
- b) Press Ctrl-Alt-Delete and lock your computer
- c) Tell your co-worker to keep an eye on your desk
- d) Both a and b

6) A state employee gives a printout of the names, addresses, and driver's license numbers of people who received unemployment benefits to a friend who wants to offer jobs to them. Which of the following are true?

- a) The employee may be found guilty of a misdemeanor punishable by up to \$5,000 and one year in prison
- b) The employee may be fired
- c) The employee's department may be sued
- d) The employee will not be punished because his intentions were good
- e) A, B, and C

Privacy Training Acknowledgement Form

I hereby acknowledge that I have read the "Protecting Privacy in State Government" training manual, and have completed the review questions in fulfillment of the training requirement in the State Administrative Manual. I understand that as an employee of California state government I have a responsibility to protect state information, especially personal information maintained by my department.

I further understand that this completed acknowledgement form will remain on file. My signature on this acknowledgement form does not modify my employment relations with my department as set forth in the most current Memorandum of Understanding appropriate to my employee bargaining unit.

Employee's Printed Name Department/Division/Section

Employee's Signature Date

Sign and return this acknowledgement form to your supervisor, and keep a copy for yourself.