

DATE: February 25, 2026

TO: ALL USERS OF THE EMPLOYEE DEVELOPMENT, GROWTH, AND EDUCATION  
LEARNING MANAGEMENT SYSTEM

SUBJECT: NOTICE OF PERSONAL INFORMATION COLLECTION

### **Collection of Personal Information**

The California Department of Developmental Services (Department) oversees the Employee Development, Growth, and Education (EDGE) learning management system (LMS), which is administered by the Service and Workforce Development Branch under the Service Innovation and Oversight Division. The personal information requested on this form is collected under the authority of the Welfare & Institutions Code 4511.5.

### **Use of Personal Information**

This information is required to enable access to educational training curriculum and materials, verify user identity, administer and deliver online content, communicate important course-related information, provide technical support, monitor user participation and completion status, ensure academic integrity, support compliance with training mandates, maintain accurate records tied to reimbursement or compensation, and assist with auditing, quality improvement and program evaluation. Please do not provide any additional personal information that is not requested in this form.

If you submit any personal information on behalf of another individual relating to the Program, you represent and warrant that: 1) you have the authority to do so and to permit us to use the information in accordance with this Notice; 2) the information is accurate.

### **Sharing of Personal Information**

The Department will share your personal information and other data with the EDGE service provider and contractors required to support the EDGE program; and authorized personnel who support or oversee the program for the following reasons:

- Provide program services
- Program management, reporting and evaluation
- Engage in ordinary business and emergency operations
- Complying with law, protecting legal rights
- Ensuring safety of the public, employees, and property

## **Information Privacy**

As a covered entity and provider of health care as well as state agency, it is the policy of the Department to limit the collection and safeguard the privacy of personal information collected or maintained by the Department. The Department information management practices conform to the requirements of the Health Information Portability and Accountability Act, Lanterman Developmental Disabilities Act, the California Medical Information Act, the Information Practices Act at Civil Code section 1798 et seq., Public Records Act at Government Code section 7920.000 et seq. (Public Records Act), Government Code sections 11015.5 and 11019.9, and other applicable laws pertaining to information privacy.

For more information on the principles the Department follows when collecting and managing personal information please see the [Department Privacy Policy Statement](#).

## **Updates to this Notice of Collection**

From time to time, The Department EDGE Service and Workforce Development Branch may change this Notice to comply with regulatory requirements, accommodate new technologies/industry practices, or to reflect any changes in how we process or share information. Any changes to this Notice will be effective when we post the revised Notice on Workforce Initiatives: DSP University. The Effective Date states when this Notice came into effect and serves as notice of any updates. Your use of the EDGE program following these changes means you accept the revised Notice.

## **Access to Your Information**

You have the right to review records containing the information that you provided to the EDGE. If you have questions, comments, would like to request access to your submitted information, or would like additional information regarding the location of your records and the categories of persons who use the information in those records, you may contact [EDGE@dds.ca.gov](mailto:EDGE@dds.ca.gov)