

**West Virginia Executive Branch  
Privacy Tip of the Week**

**Get to Know Your Privacy Officer**

**Question:**

You keep advising me to consult my department's Privacy Officer (PO) for questions that I might have. What exactly does a Privacy Officer do?

**Answer:**

The Privacy Officer is your "go to" for any questions or concerns you have about your department's privacy policy.

Some of their other responsibilities include:

- Training and education of department employees on privacy policies and procedures.
- Monitoring federal and state privacy laws to ensure departmental compliance.
- Tailoring privacy policy templates to meet department-specific privacy laws and needs.
- Ensuring privacy incidents are thoroughly investigated.
- Reports to the Cabinet Secretary, Chief Privacy Officer, and other officials on incident outcomes and resolutions.