West Virginia Executive Branch
Privacy Tip

Minimum Necessary & Limited Use



Do you know what "minimum necessary" means for your job? It means you're only collecting the information you actually need to perform a task. If you only need a name and address from an individual, asking for a Social Security number and date of birth is possibly asking for more information that you can legally request. This can put your agency at risk – if a system suffers an intrusion and this additional information is disclosed, you may have to justify why you collected it in the first place.
Security and encryption standards are built to safeguard the data in our systems, but if you've encrypted data you're not legally allowed to have, security won't be the only issue in a breach.

To view the Minimum Necessary & Limited Use Policy, click here.

Note: Your agency/bureau/department/division may have specific requirements – always check your policies and procedures. If you have questions, contact your Privacy Officer.