

## West Virginia Executive Branch Privacy Tip



### DEPARTMENT PRIVACY OFFICERS – WHAT DO THEY DO?

#### 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:

Your Privacy Officer should act as your first contact for any questions you might have. They have resources specific to your department. Also, did you know:

- ❖ Your Privacy Officer welcomes questions.
- ❖ Your Privacy Officer can help you understand privacy and security rules for any particular situation. For example, ask questions when you have a new assignment or begin using or collecting different kinds of personally identifiable information (PII).
- ❖ West Virginia's State Privacy Office also has information and tips available to you, including policies and procedures.
  - <http://www.privacy.wv.gov/>

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.
- ❖ Reporting to the Cabinet Secretary, Chief Privacy Officer, and other officials on incident outcomes and resolutions.

For a list of all department privacy officers and coordinators, 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 Official.