

West Virginia Executive Branch Privacy Tip

We Are All Accountable

Question:

What can little ol' me do to protect the privacy of others? Isn't it the Privacy Officer's job to make sure I am following proper procedure and policy?

Answer:

Every individual has responsibilities in protecting personally identifiable information (PII). It is part of your job to adhere to the privacy policies issued for employees of WV Executive Branch Departments. Your Privacy Officer is available to advise you on how the privacy policies apply to your day-to-day tasks.

The WV Executive Branch [Accountability Policy](#) defines the minimum responsibilities that you have in protecting PII:

- ④ It is your job to understand how the Privacy Policies apply to the PII you have.
- ④ It is your job to forward questions and complaints to your manager or Privacy Officer.
- ④ It is your job to tell your Privacy Officer about any mistakes that might compromise or expose PII.
- ④ It is your responsibility to report incidents as required in the WV Executive Branch [Response to Unauthorized Disclosures Procedure](#), Section 4.1.

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

