West Virginia Executive Branch
Privacy Tip of the Week

It's Not My Job……Is It???

Question:

I keep hearing about the need to protect personally identifiable information. Is it really that big of a deal and is it really part of my job?

Answer:

Each Department must protect personally identifiable information (PII) such as names, social security numbers and credit/debit card numbers. Each Department must also comply with privacy laws. The WV Executive Branch Privacy Office has developed policies and procedures to protect PII, but everyone in the Department must work together to achieve our privacy and security goals.

Here's what you can do:

- Read and understand your confidentiality agreement.
- Take privacy training courses. Your department Privacy Officer can answer questions about courses that are available to you.
- Follow all the policies and procedures that apply to your job and activities.
- Ask questions if you aren't sure about how to comply with the policies and procedures.
- Use the resources that your privacy officer makes available (such as the **Privacy Tip of the Week** http://www.privacy.wv.gov/tips/Pages/default.aspx)
- Tell your privacy officer about privacy complaints or security concerns.
- Immediately report any mistakes that accidentally expose PII.

Our privacy program empowers you to make good decisions about PII. If you are ever asked to use or share PII in a way that isn't consistent with the privacy policies, you must say no!

For more information on WV Executive Branch Privacy Policies, or how to report an incident, click on the following link:
http://www.privacy.wv.gov/privacypolicies/Pages/default.aspx