West Virginia Executive Branch
Privacy Tip

Understanding the Notice Policy

Whenever a Department collects personally identifiable information (PII), it must have a privacy notice available. The privacy notice must contain:

- a description of the PII collected,
- the sources of that information collected, if not from the individuals themselves,
- a statement regarding the reasons that the PII is needed,
- information on how the PII will be used,
- a list of the types of entities to whom the PII may be disclosed,
- information about the individual's rights and choices (if any),
- a statement about where the information is maintained, and
- a promise that the PII will be appropriately secured.

Privacy notices allow everyone to learn about our privacy practices. By telling people what PII we collect, why we collect it, and how we will use it, we can set expectations and build trust. Privacy notices also serve as internal guides for the Department. If you want to use PII in a particular way, you must verify that the new use is covered by the privacy notice.

To view the Notice Policy, click here, or visit www.privacy.wv.gov.

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