WV Executive Branch Privacy Tip

Accountability Policy – Employee Training

The Accountability Policy requires that each Executive Branch Cabinet Secretary or department head assign a Privacy Officer who, among other duties, makes sure that their department's workforce[1] receive training and education regarding laws, regulations, policies, standards and procedures in the handling of personally identifiable information (PII).

- All new members of the workforce are to receive training as a part of orientation to their jobs.
- All members of the workforce will receive additional training when policies, standards or procedures are revised, if the changes affect their job.
- Some departments require annual training – check with your Privacy Officer for details.

Taking training courses is part of everyone's job, but here's how to make the most of your privacy training experiences:

- Give the training course your full attention. We all struggle with competing work demands, but it's best to focus on the training completely. Leave your blackberry and other work behind. You'll learn more, and it will be more interesting!

- Think about how the material covered in the training applies to the PII you handle. Are you comfortable that you understand all the rules? If not, ask your privacy officer for additional guidance.

- Give your privacy officer honest feedback on the training. Was it too easy or too hard? Did it provide you with information that you found helpful? Your privacy officer welcomes suggestions for how to make the training more useful.

- If there are other areas that you think the training should cover, be sure to share that with your privacy officer too.

For a list of department Privacy Officers, 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.

[1] Workforce is defined as: Employees, volunteers, trainees and other persons whose conduct, in the performance of work for the State, is under the control of the State, whether or not the State pays them.