

**West Virginia Executive Branch  
Privacy Policy: Security Safeguards**

**Tons of PII**

**Question:**

**I don't know why I have to keep reading these Privacy Tips. I don't have access to much PII.....or do I?**

**Answer:**

The most important first step to protecting personally identifiable information (PII) is to understand how much PII you touch. Most people have access to much more PII – and sensitive PII – than they realize. Consider:

The PII and sensitive PII you need to do your job.

The PII and sensitive PII you know about your co-workers. If you're a manager, you may have access to even more PII and sensitive PII about the individuals who work for you.

The PII and sensitive PII you may see inadvertently at work, such as documents on a co-worker's desk or at the photocopier.

If you have access to information systems, you may also have access to PII and sensitive PII about people whose information is in these systems, even if you are not working with them.

Once you realize the breadth of PII that you touch at work, it's easy to understand why we need to be so careful with information security. Take a few minutes to study the OT Security Policies and confirm that you are doing everything you can to protect the PII and sensitive PII that you can access.

<http://www.technology.wv.gov/about-wvot/Pages/policies-issued-by-the-cto.aspx>