West Virginia Executive Branch
Privacy Tip

Individual Rights Policy – Access and Correction of PII

The Individual Rights Policy enables individuals to access the personally identifiable information (PII) that Executive Branch agencies maintain about them. It allows them to correct inaccurate information.

Providing individuals with access to their PII helps ensure accuracy by allowing the individuals to periodically verify the information about them. If PII is inaccurate, the person can object and explain the error. It also benefits us – by allowing individuals to access and correct their PII, we help maintain the accuracy of the PII we are using in our everyday processes.

Whenever a person's PII is going to be used to make important decisions about them – such as whether the person is eligible for a benefit or program – it's critical that the PII be accurate and complete.

In many cases, PII can be corrected easily. Your Department has many established procedures for updating information. However, in some cases, PII cannot be easily updated. For example, if PII is contained in a tax lien, a court order may be required to change the information.

To view the Individual Rights Policy, 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 Officer.