West Virginia Executive Branch
Privacy Tip

WHAT IS A DEPARTMENT PRIVACY OFFICERS?



If you've ever read the note at the bottom of these tips, we advise you to consult your department's Privacy Officer (PO) for questions that you have. Do you know what a Privacy Officer does?

Your Privacy Officer is your first contact for any privacy issues. They have resources specific to your department. Also:

- Your Privacy Officer welcomes questions.
- Your Privacy Officer can help you understand privacy and security rules for any particular situation. For example, ask questions when you have a new assignment or begin using or collecting different kinds of personally identifiable information (PII).
- West Virginia's State Privacy Office also has information and tips available to you, including policies and procedures. http://www.privacy.wv.gov/

Some of their other responsibilities include:

- Training and education of department employees on privacy policies and procedures.
- Monitoring federal and state privacy laws to ensure departmental compliance.
- Tailoring privacy policy templates to meet department-specific privacy laws and needs.
- Ensuring privacy incidents are thoroughly investigated and resolved.
- Reporting to the Cabinet Secretary, Chief Privacy Officer, Office of Technology, and other officials on incident outcomes and resolutions.

For a list of all department privacy officers and coordinators, click HERE.

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