

## **West Virginia Executive Branch Privacy Policy: Individual Rights**

### **Accessing Your Own PI**

#### **Question:**

Who is responsible for updating my personal information?

#### **Answer:**

Every Executive Branch worker has the right to access his or her personal information, (PI), under the Individual Rights Policy. Did you know that you have a *responsibility* to access your PI as well?

Each Department tries to keep PI appropriately accurate, complete and up-to-date. In many cases, however, the Department has to rely on individuals to use their ability to access and correct PI to assist with maintaining accuracy.

If your PI has changed – if you have a new address or phone number, for example – you have a responsibility to make sure your information is updated in State systems.