

West Virginia Executive Branch Privacy Policy: Notice

Delivering Privacy Notices

QUESTION:

What do I need to know about our Department's privacy notice?

ANSWER:

Each Department has developed ways to deliver privacy notices and other information about our privacy practices. If your job includes providing privacy notices to individuals, this is a very important responsibility. Please take a few moments to read the privacy notice and ask your manager or Privacy Officer if you have any questions.

Even if you don't routinely deliver privacy notices, you should be prepared to answer questions about your Department's privacy practices. At a minimum, you should know how to reach the Privacy Officer.

There are many ways to communicate information about the Department's privacy practices with its employees, customers and other individuals.

Here are some ideas for delivering information about our privacy practices and our commitment to privacy:

- * Include information about specific privacy and security practices on data collection forms, such as applications, newsletter registration materials, business reply cards, etc.
- * Email a privacy notice to workers or business partners.
- * Include copies of privacy notices in employee handbooks.
- * Highlight key aspects of your privacy program (such as choices or access rights) in newsletters.
- * Provide information about privacy during employee meetings or town hall sessions.

Additionally, privacy notices should always be available upon request. For example, information about privacy and security practices should be provided to callers who ask privacy or security questions.