

**West Virginia Executive Branch
Privacy Policy: Minimum Necessary and Limited Use**

Handling Objections to Personal Information (PI) Collection Requests

Question:

Do you know what to do if someone objects to providing personal information, (PI)?

Answer:

- ✓ First, determine if the PI is required or optional. If the PI isn't required, it does not have to be provided.
- ✓ If the PI is required, confirm that the person understands the reason that you need the PI. You can explain how the PI will be used. Give the person a copy of the Privacy Notice.
- ✓ If the person still objects, explain that you cannot process the form without the PI. However, you can offer to raise the concern with the Department Privacy Office, who may be able to accommodate a reasonable objection.
- ✓ If the individual requests it, contact your Privacy Officer about the matter. Your Privacy Officer will determine if the individual can be accommodated and respond to the individual directly.