

West Virginia Executive Branch Privacy Policy: Notice

Providing Privacy Notices

Question:

When do I provide a privacy notice?

Answer:

Some people always read privacy notices, and some people never read them! However, most people read privacy notices sometimes. For example, people are more likely to read a privacy notice if the information being collected is sensitive. People may also read a privacy notice when they have a specific question, such as can I access my information or how do I opt-out of having my information shared.

In order to make sure that information about privacy is always available to interested individuals, the Executive Branch Privacy Notice Policy requires that privacy notices be provided “upon request.” “Upon request” means that any person should receive information about privacy, just by asking for it.

If a person asks you a question about privacy, you must provide a copy of the applicable privacy notice. You can provide the privacy notice by delivering a paper copy or via email or fax. You can tell the person how to find the applicable privacy notice online. You can also read the privacy notice to the person over the phone. Pick the delivery method that makes sense given your particular interaction.

Additionally, some laws, such as HIPAA, require us to provide privacy notices to individuals in certain circumstances. You should check with your Privacy Officer if you have questions about legal requirements for notices.