

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

**Sharing PI with Vendors**

**Question:**

What should I do before sending personal information to a vendor?

**Answer:**

Every Department discloses personal information, (PI), to vendors and service providers. These disclosures enable the third parties to support our operations and perform critical services, such as maintaining our computer systems, providing benefits, and processing credit card transactions. However, we have to ensure that these third parties appropriately use and protect the PI.

Before you send any PI to a third party, you should:

- ✓ Confirm that an appropriate contract is in place with the service provider to protect the PI. If utilizing the WV Purchasing Division documents, appropriate language regarding confidentiality is already in place.
- ✓ If your organization is a HIPAA covered entity, such as a hospital or a health plan, and you are utilizing WV Division of Purchasing documents, the appropriate Business Associate Agreement is already in place.
- ✓ Only disclose those elements of PI that are necessary for the service provider to perform the services.
- ✓ Make sure that you exchange the PI with the service provider in a secure manner.

Additionally, if a service provider reports any type of privacy incident or security breach, you must immediately contact the Office of Technology Service Desk at either: 1-304-558-9966 or 1-877-558-9966.