

West Virginia Executive Branch Privacy Policy: Notice

Understanding the Notice Policy

QUESTION:

What is a Notice?

ANSWER:

Whenever a Department collects private information (PI) directly from an individual, it must have a privacy notice available. The privacy notice must contain:

- ✓ a description of the PI collected,
- ✓ the sources of that information collected, if not from the individuals themselves,
- ✓ a statement regarding the reasons that the PI is needed,
- ✓ information on how the PI will be used,
- ✓ a list of the types of entities to whom the PII may be disclosed,
- ✓ information about the individual's rights and choices (if any),
- ✓ a statement about where the information is maintained, and
- ✓ a promise that the PI will be appropriately secured.

Privacy notices allow everyone to learn about our privacy practices. By telling people what PI we collect, why we collect it, and how we will use it, we can set expectations and build trust. Privacy notices also serve as internal guides for the Department. If you want to use PI in a particular way, you must verify that the new use is covered by the privacy notice.