

State of WV State Budget Office

Privacy Notice

Effect Date: 08/01/2009

Scope

This summary of notice highlights the State of West Virginia and the Executive Branch departments' Privacy Notice.

This notice and the full privacy notice apply to the state agencies who provide us with personal identifiable information.

Personal Information

- * We collect personally identifiable information from various state agencies per W.Va. Code §11B-2-12 and §11b-2-27.
- * We collect monthly compensation, social security numbers, addresses, date of birth, sex and gender, and names all of which is provided to us by state agencies rather than the individual.
- * We may use cookies and other Internet technologies to help manage our Web sites. We do not use cookies to collect or store your information.
- * The information we collect may be combined with information obtained from other Executive Branch departments' Web sites and services.

Uses of Information

- * We use personal information state agencies provide to us for uses and disclosures which are reasonably anticipated based on the circumstances.
- * We may share your information provided to us by other state agencies through Freedom of Information Act request to other state and federal agencies as well as others who have requested information.
- * Per W.Va. Code §11B-2-12 (a) (2) we collect and match monthly personal services budgeted for each position
- * Per W.Va. Code §11B-2-27 we match what is currently being paid in compensation to a position to what is budgeted per position

Your Right & Choices

- * State agencies have the right to review the personal information that is provided to us and to fix or update that information when needed.

Security

- * All hardcopies of nonpublic personal information (NPPI) will be locked in a secure location daily on-site.
- * Methods of distributing nonpublic personal information will be either secure hardcopy, encrypted email, or fax lines.
- * All personnel with access to nonpublic personal information have passwords that expire every 30 days for computer login and to Personnel Information Management System.

Important Information

- * As a state agency, we may have to provide information provided to us if we receive a Freedom of Information Act request, subpoena, or court order and no other law protects your information.
- * As a state agency, we may have to provide information to law enforcement.