

AUGUST PRIVACY TIP

WV State Privacy Office

Privacy Officers - Who's Who and What do they do? (Part I)

Every department in the Executive Branch has a Department Privacy Officer (DPO) who is appointed by the Cabinet Secretary. This is just a partial list of the DPO's responsibilities:

- Conducting or coordinating privacy training, including changes in laws, policies or procedures for all department employees.
- Ensuring that all privacy and security incidents are properly reported and investigated, and outcomes are reported to the Cabinet Secretary, the Office of Technology, and the State Privacy Office in a timely manner.
- Assisting the Cabinet Secretary in developing and implementing the department's privacy program.
- Reporting on the status of their privacy program to the Cabinet Secretary and the State's Chief Privacy Officer.
- Advising the Cabinet Secretary if additional privacy coordinators (also known as Agency Privacy Officers - APO - more on this below) are needed throughout the department to assist the DPO in administering privacy programs.
- Delegating work to APOs as needed and providing expertise, leadership, and oversight to the entire program.

The DPO is a resource to answer privacy questions from department employees.

In addition to the DPO, there may also be an APO assigned to divisions, agencies, bureaus within the department. They are required to be able to devote ample time and resources to privacy-related activities. Some of their responsibilities are:

- Assisting the DPO in conducting or coordinating agency-specific privacy training.
- Assisting the DPO in planning, designing, and evaluating privacy projects.
- Notifying the DPO of potential and actual privacy violations or concerns.
- Serving as a department expert by assisting the SPO with department-specific operational issues.

The APO can be your "first line of defense" with privacy issues in your department.

For Privacy Officer contact information, visit www.privacy.wv.gov .

Part II will focus on the State Privacy Office roles and responsibilities.

Note: Your agency/bureau/department/division may have specific requirements – always check your policies and procedures. If you have questions, contact your Privacy Officer.