6 Ways to be #PrivacyAware

1. Think critically about privacy – What information do you collect? How are you handling the personally identifiable information (PII) that crosses your desk? Are emails encrypted when they contain PII? Do you keep documents with PII in a secure area?

2. Stay up-to-date with recent privacy and security incidents in the news. Don't say, "This couldn't happen in my office!" Instead, learn from other's mistakes. How did it happen? Could your office also be at risk?

3. Take your privacy and security training SERIOUSLY. It isn't a punishment to complete the training – it may save you from making mistakes that could have far-reaching consequences.

4. Talk to your Department Privacy Officer if you have questions. They know the laws and procedures that are specific to your department. They are also trained in Executive Branch privacy policies, which are used in most state agencies.

5. Utilize the State Privacy Office website! (www.privacy.wv.gov) There are many resources to help you learn the ins and outs of privacy.

6. Visit the Data Privacy Day website for more information: https://staysafeonline.org/data-privacy-day/

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