



## Privacy Officers – Who’s Who and What Do They Do? (Part 1)



Every department in the Executive Branch has a Department Privacy Officer (DPO) who is appointed by the Cabinet Secretary (CS). This is just a partial list of the DPOs is 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 CS, the Office of Technology and the State Privacy Office in a timely manner.
- Directing staff participation in internal privacy audit and compliance programs.
- Assisting the CS in developing and implementing the department’s privacy program.
- Reporting on the status of their privacy program to the CS and the State’s Chief Privacy Officer.
- Advising the CS 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 always ready to answer privacy questions from department employees.

In addition to the DPO, there may also be an APO assigned to divisions, agencies or 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 an agency expert by assisting the DPO with agency-specific operational issues.

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

For Privacy Officer contact information, [click here](#), or visit [www.privacy.wv.gov](http://www.privacy.wv.gov).

Part 2 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.