

**West Virginia Executive Branch
August 2022 Privacy Tip**



CHECK YOURSELF!

QUESTION:

Sometimes I have to send mass emails out for my job. I know that some of the email addresses on my list are no longer used. I usually just send out the email anyways, knowing that if the address is no longer used than it will just get sent back to me. Is this alright to do?

ANSWER:

Better safe than sorry! Keeping your email list up to date will help you to be sure that an email is not sent to any persons unauthorized to view it. This is especially important when sending personally identifiable information (PII). There are many precautions you should take when handling PII, even when you are busy:

- ✓ Double check addresses. Make sure when you are doing a mailing (including emailing) that the address list you compile consists of the correct recipients. Even if Outlook suggests an email address, you should verify that it gave you the right suggestion.
- ✓ Double check email attachments. It only takes a second to open up the attachment and make sure it is what you want to send.

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