

## West Virginia Executive Branch Privacy Tip



### Understanding the Minimum Necessary and Limited Use Policy

#### Question:

What does minimum necessary and limited use mean?

#### Answer:

The concepts of “minimum necessary” and “limited use” are critical parts of our commitment to privacy and fair information practices.

Our commitment to “minimum necessary” means that:

- We are committed to collecting only those elements of personally identifiable information (PII) that are relevant and appropriate for our business purposes.
- Additionally, we will only *require* individuals to provide PII if it is necessary for a specific purpose or to comply with law.

Our commitment to “limited use” means that we will only use PII for the following purposes:

- the purposes stated in the applicable Privacy Notice,
- the purposes for which the individual would reasonably expect the information to be used (such as responding to an inquiry),
- other additional and compatible purposes, such as internal reporting, and
- as required by law.

Individuals can trust the State of West Virginia not to demand more PII than is needed for the task at hand and not to use the PII for unrelated purposes. This is the foundation of our commitment to privacy!

To view the Minimum Necessary & Limited Use Policy, click [here](#).

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