

## **Privacy Notice**

### Summary of Notice

#### **What Information we collect and why we collect it:**

- We may need to collect your name, address, and other personal information to perform necessary business functions or make decisions related to programs and certifications provided by the Department of Transportation or as required by state certification or federal statute or policy.
- We may check your required information with state, federal or other agencies, organizations or individuals.

#### **How we use your information:**

- By West Virginia law, the Privacy Act of 1974, and other laws and regulations, we must collect your information to perform certain functions and/or related business of the Department of Transportation to make informed decisions.
- We may share your information with appropriate agency personnel, governmental agencies or others as required by law or business necessity.
- As a State agency, we may be required to give your information to authorities after receiving a legal request or a court order.
- Documents that contain your personal and nonpersonal information may be stored in a digital format.
- The West Virginia Office of Technology uses an encrypted security program to protect stored personal information

#### **Reviewing and correcting your record – individual rights:**

- You have the right to review your information in our records and to request corrections of inaccurate or outdated information. Fees may be required.

- To make changes or update your personal information on file, you may be required to provide proof of your new information.
- All requests must be submitted in writing to:

**Privacy Officer**  
**Jeremy Casto**  
**1900 Kanawha Blvd. East**  
**Bldg. 5 Room 949**  
**Charleston, WV 25305**