

STATE OF WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION
WORKER'S PRIVACY NOTICE

Respecting the privacy of our workers is an essential part of the West Virginia Executive Branch Privacy Program. The West Virginia Department of Transportation is committed to ensuring proper handling of all personally identifiable information collected or generated in connection with your employment relationship with us. This notice explains our practices with regard to worker information.

1. The West Virginia Executive Branch Privacy Policies protect your personal information no matter how it is processed or where it is stored.
2. We collect, process and transfer personal information about our workers through automated and paper-based data processing systems. We have established routine processing functions (such as processing for regular payroll and benefits administration). We also process worker information on an occasional or ad hoc basis (such as when an employee is being considered for a particular new position). All processing and transfers of personal information are subject to confidentiality and privacy safeguards as set forth in the Privacy Policies and applicable laws.
3. We process worker information for the following purposes: (1) recruitment and staffing; (2) administration of compensation and benefit programs; (3) performance management and training; (4) advancement and succession planning; (5) legal compliance and risk management; (6) workplace management and reporting; (7) protection of West Virginia, its workforce, and the public against injury, theft, legal liability, fraud or abuse; and (8) other legal and customary business-related purposes.
4. We may process sensitive information if it is needed for business objectives or if it is required to comply with applicable law. For example, we may process sensitive health information as needed to consider a worker's request for a reasonable accommodation. Sensitive information will not be collected, processed or transferred, except where adequate privacy protection mechanisms are in place and after having first obtained your informed consent, if required by law.

You may object at any time to sensitive information being processed by contacting your local Human Resources manager. We will try to accommodate your objections; however, if we cannot process your information, you may be denied certain benefits.

5. We will disclose your personal information only (1) to other State and Federal agencies, for the purposes listed above, (2) to data processors, who use the data only for our purposes, (3) to those companies that provide benefits and services to you, (4) where required by law, or (5) where permitted by law, such as with your consent or in the event of an emergency.

6. You may reasonably access, copy (fees may apply) and update the personal information pertaining to you that is on file with the Department of Transportation. You can exercise this right by contacting your local Human Resources manager. Please note that you have shared responsibility with regard to the accuracy of your personal information.

7. If you believe that your personal information is not handled in accordance with the applicable law or the West Virginia Privacy Policies, you may submit a complaint to the agency's Privacy Officer, Steve Edens.

8. Right to redress. If a complaint is not handled or resolved favorably to the individual by the DOT Privacy Officer, the individual can forward the complaint to the Secretary of Transportation for further review and handling as he deems necessary.

9. This notice provides basic information about West Virginia's Privacy Policy, potential uses of personal information, and your privacy rights. Should you have additional questions, you may contact your local Human Resources manager or you're Privacy Officer:

Transportation Privacy

Officer

Jill Dunn

**1900 Kanawha Blvd. East
Bldg. 5 Room 517
Charleston, WV 25305**

Highways Privacy

Officer

Rebecca McDonald

**1900 Kanawha Blvd. East
Bldg. 5 Room 517
Charleston, WV 25305**

**Transportation
Information Security**

Officer

Robert Bryant

**1900 Kanawha Blvd. East
Bldg. 5 Room 740
Charleston, WV 25305**