

Attached are the forms to be used to comply with the policies outlined in the attached Memorandum.

1. Individuals have the right to access and copy PII. At the discretion of the agency head individuals can orally request access to their own PII. In order to keep a record of when access was requested and granted, a log may be kept by the person designated by each agency head to oversee the PII for their particular organization. For larger agencies or for requests being sent to central correspondence, an Access Request Form will be utilized. An Access Response Form will be sent back to the employee. This form will deny the request, provide the requested documents or give the employee information on when they can view the requested information. The Response Form also provides information to the employee concerning how he or she can request a change to his or her PII. (See LOG, Access Request Form & Access Response Form)
2. If individuals feel their PII is not being handled properly, this is treated as a complaint, for which a Complaint Form is used. The individual can choose to submit the Form to his or her manager or send it directly to the Privacy Officer. (Complaint Form)
3. An unauthorized disclosure is a disclosure of PII that is not an authorized disclosure. Unauthorized disclosures can be internal or external. Any unauthorized disclosure must be reported as directed in the WV Executive Branch Procedure for the Response to Unauthorized Disclosures. A Privacy Office Post Incident Report will be used to record unauthorized disclosures. (Privacy Office Post Incident Report)

All of the above referenced forms can be found on the intranet at

<http://sharepoint.wv.gov/sites/DOT/Docs/Documents/Forms/DOT%20Form%20View.aspx>.