

Minimum Necessary and Limited Use have been a recurring theme for those of us in privacy. But have you had the time to check all of your current processes, procedures, and forms to make sure they are up-to-date and follow the most recent policies and standards of privacy?

The link below is a reminder of the current WV State Policy on minimum necessary and limited use. Also, below is a message from the Director of WV Division of Personnel reminding us there is some documentation we should **NEVER** include.

A message from Sheryl Webb, Director of WV Division of Personnel.

WVOasis is the State's payroll and Human Resource Management System. Documentation is required as back up for various types of transactions. However, there are some documents that should never be included with transactions.

- Copy of driver's license or photo ID
- Social security card
- Medical diagnosis
- Information pertaining to dependents including names of family members
- Sex, race, and date of birth should never be collected from an applicant prior to the hire being approved and should not be submitted with the transactions for hire.

<https://privacy.wv.gov/SiteCollectionDocuments/Privacy%20Policies/4%20Minimum%20Necessary%20Policy%20WVEB-P104.pdf>