

**West Virginia Executive Branch  
Privacy Tip of the Month:  
July**



**PRIVACY TRAINING**

**Question:**

I will be working for the state as a temp. Do I have to go through privacy training?

**Answer:**

Everyone (including temps, new hires, veteran employees, contractors, and vendors) needs to have privacy training. Education and training should be based on Privacy laws, standards, and procedures governing your Department's handling of PII. It is very important that every employee has knowledge on how to protect individual privacy and the legitimate needs for collecting, using and disclosing information for Agency purposes.

There are several opportunities for training:

- New members of the Workforce will receive training as part of orientation to their jobs within a reasonable time upon employment or engagement.
- All members of the Workforce will receive additional training as policies, standards, or procedures are changed, to the extent that the changes affect their jobs.
- By contract, Vendors shall be responsible for providing appropriate training for their Workforce.
- The training program will also include ongoing periodic Privacy awareness.

Ongoing attendance at training sessions will be documented to demonstrate that each member of the Workforce has received training. If you have not received privacy training, please contact your Privacy Officer.

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