

## **OFFICE OF COMMERCE SECRETARY EMPLOYEE PRIVACY NOTICE**

The Office of Commerce Secretary maintains personal information about all of its workers. We are committed to respecting your privacy by handling all the personal information collected in connection with your employment relationship in accordance with applicable law as well as our own privacy policies. This notice explains our practices with regard to your personal information.

1. We collect, process, and transfer personal information about our workers through computerized 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 reasonable confidentiality and privacy safeguards.
2. We process worker personal information for the following purposes: a) recruitment and staffing; b) administration of compensation and benefits programs; c) performance management and training; d) advancement and succession planning; e) legal compliance and risk management; f) workplace management and reporting; g) to protect the Office of the Secretary, its workforce, and the public against injury, theft, legal liability, fraud or abuse; and h) other legal and customary business-related purposes.
3. We may process sensitive information (such as race or health 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 accommodate a worker's disability. We may process information related to race for diversity reporting. Sensitive information will not be collected, processed or transferred, except where adequate privacy protection mechanisms are in place.
4. We may disclose your personal information to: a) other state departments and agencies for the purposes listed above; b) data processors who use the data only for our purposes; c) companies that provide benefits and services to you; d) where required by law; or e) where permitted by law such as with your consent or in the event of an emergency.
5. You may reasonably access and update your personal information by contacting Diana Spence, your Human Resource Manager. Please note that we have shared responsibility with regard to the accuracy of your personal information. Please let us know of any changes to your personal information.

6. If you have concerns about how we process your personal information, please contact your Human Resource Manager, Diana Spence. We will try to find a reasonable way to address your concerns. However, we must process personal information where required by law. In other cases, if we cannot process your information, you may be denied certain benefits.
7. If you believe that your personal information is not handled in accordance with the applicable law or our privacy policies, you may submit a complaint to your Human Resource Manager and/or your Commerce Privacy Officer. We will investigate the complaint.
8. This notice provides basic information about our processing of your personal information and your privacy rights. Should you have additional questions, you may contact your Human Resource Manager and/or your Commerce Privacy Officer.

Diana Spence  
Commerce Human Resource Manager  
Building 6, Room 645  
Charleston, West Virginia 25305-0311  
(304) 957-2066  
[d.diana.spence@wv.gov](mailto:d.diana.spence@wv.gov)

Debbie Browning  
Commerce Privacy Officer  
Building 6, Room 525  
Charleston, West Virginia 25305-0311  
(304) 957-2006  
[debbie.a.browning@wv.gov](mailto:debbie.a.browning@wv.gov)

EMPLOYEE ACKNOWLEDGEMENT

I have received, read and understand this notice. I have been provided with a hard copy of this notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

