

PRIVACY NOTICE

This privacy notice discloses the privacy practices for the **West Virginia Office of Miners' Health Safety and Training**. This privacy notice applies solely to information collected by this agency. It will notify you of the following:

1. Authorization to collect certain data.
2. What personally identifiable information is collected from you by this agency, how it is used and with whom it may be shared.
3. What choices are available to you regarding the use of your data.
4. The security procedures in place to protect the misuse of your information.
5. How you can correct any inaccuracies in the information.

Your privacy is important to us. To better protect your privacy we provide this notice explaining our information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our website, with our forms and posted in our offices.

Authorization

As a state agency, we have the right to ask for certain information from you in order to provide services to you.

Information Collection, Use, and Sharing

We are the sole owners of the information collected by this agency. We only have access to/collect information that you voluntarily give us through our forms or other direct contact from you. We will not sell or rent this information to anyone. The types of personal information collected by this agency are:

Name; Address; Email Address;
Phone Number;
Social Security Number (limited to Miner Certification records and some personnel records)

We will use your information to respond to you, regarding the reason you contacted us as well as to maintain certain data files (mine certification and personnel records). We will not share your information with any third party outside of our agency, unless required by law.

In the case of Miner Certifications we do ask for Social Security Numbers, on certain forms as an identifier. The existing system using Social Security Numbers was in place prior to 1970.

Your Access to and Control Over Information

You can do the following at any time by contacting us via the email address or phone number given on our website or by visiting one of our offices (understand we will require proof-of-ID prior to checking our files):

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Express any concern you have about our use of your data.

Security

To prevent unauthorized access, maintain data accuracy and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect. We take precautions to protect your information. Only authorized agency personnel shall have access to records or data files containing PII. All such documents shall be kept secure.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 304-558-1425 or via email at mineinfo@mines.state.wv.us.