

## **West Virginia Fleet Management Office Privacy Notice**

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This privacy notice discloses the privacy practices for the West Virginia Fleet Management Office. This privacy notice applies solely to information collected by this agency. The privacy practices of your employing State agency and/or entity may also apply to your interactions with our agency. This notice advises you of the following:

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

### **Information Collection, Use, and Sharing**

The West Virginia Fleet Management Office may collect the following personally identifiable information about you in the course of conducting business:

- Full legal name
- Date of birth
- Driver's license number
- Driver's license history
- Driver's license restrictions
- Address
- Evidence of insurability
- State agency of employment
- Other

The West Virginia Fleet Management Office is the sole owner of the information collected in the course of conducting State business. We only have access to/collect information that you voluntarily give us via applications for vehicle and fuel card use permissions or in the process of verifying information submitted to us, e.g. motor vehicle records checks, driver's histories, other. We will not sell or rent this information to anyone.

We will use your information to manage and oversee your use of a State owned or leased vehicle, State-provided fuel card, and/or regarding the reason you contacted us. We may also be required to share this information with your employing State agency and/or entity. We will not share your information with any third party outside of those third-parties with a contractual agreement with West Virginia State government, other than as necessary to perform normal fleet management services; and as necessary in response to public safety or public health emergencies.

Unless you ask us not to, we may contact you via mail, phone, or e-mail in the future to tell you about changes in Fleet Management Office policies/procedures or changes to this privacy policy.

### **Your Access to and Control over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by e-mail by phone at the information listed on our website:

See what data we have about you, if any.

Change/correct any data we have about you. The West Virginia Fleet Management Office reserves the right to require documentary proof for any change and/or information correction requested. The West Virginia Fleet Management Office also reserves the right to deny said request for change and/or correction based on a lack of supporting documents and/or evidence.

Express any concern you have about our use of your data.

## **Security**

We take precautions to protect your information. When you submit sensitive information to the West Virginia Fleet Management Office, your information is protected to ensure privacy and confidentiality. All West Virginia Fleet Management Office employees have been trained in privacy and security and are bound by State confidentiality agreements.

If you submit information to the Fleet Management Office electronically, e.g. via e-mail, that information is also kept confidential and is only disclosed as needed for the conducting of Fleet Management Office business.

Whenever we collect sensitive information in an electronic format (such as driver's license numbers or motor vehicle records) that information is transmitted to us in a secure format.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, customer service or vehicle management) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 304-558-2106.

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