

## **PRIVACY NOTICE**

### **WHAT INFORMATION WE COLLECT AND WHY WE COLLECT IT •**

We need your personal and non-personal information to decide if you can get an LPN license.

We will collect your name, address, date of birth, social security number, signature, and photo if you are applying for the licensure examination. There may be rare occasions when we also will collect well as medical or disability information. As a part of the online renewal or application for licensure by endorsement process, we collect your phone number and email address to contact you. We will check your personal information before approving your licensure application.

### **HOW WE USE YOUR INFORMATION •**

By West Virginia law, we must collect your social security number before we can give you an LPN license. We may share your information with government organizations and others required by law. These groups include the Health Integrity and Portability Data Base maintained by the Federal Government, the NURSYS licensure data base maintained by the National Council of State Boards of Nursing, Social Security Administration, and law enforcement agencies. We also sell personal information to companies that are legally allowed to buy it, but this includes only your name, mailing address, and LPN license number. As a State Agency, we may have to give your information to authorities after receiving a legal request or a court order. Computerized systems that contain your personal and non-personal information are stored in a secure server. The West Virginia Office of Technology uses an encrypted security program to protect your personal information.

### **REVIEWING AND CORRECTING YOUR RECORD – INDIVIDUAL RIGHTS •**

You have the right to review your information in our records and to correct it if it is wrong or outdated. Fees may be required. To make changes to your LPN license such as a name change, you must submit a copy of the legal document (marriage certificate, divorce decree, etc.) to the Board. To change your address of record with the Board you must submit a written request providing your name and license number as well as the old and new addresses.

### **CONSENT•**

Submission of an application for licensure to this Board implies your consent with regards to the above-stated information.

*For information about our privacy requirements and practices, please call 304-558-3572 and your call will be directed to the Board's Privacy Officer.*

*Approved 10/11*