

## PRIVACY NOTICE FOR VENDORS & CONTRACTORS

The West Virginia Office of Tax Appeals processes your personal information and those of your employees as needed to establish and maintain a business relationship with your company. Your personal information may be disclosed to other State agencies or third parties in the normal course of business or as needed to comply with laws, including Freedom of Information requests. We are committed to respecting your privacy by handling all of the personal information collected in connection with your contractual employment relationship in accordance with applicable law as well as State of West Virginia Privacy Policies. This notice explains our practices with regard to your personal information.

1. We collect, process, and transfer personal information about our vendors/contractors through computerized and paper-based data processing systems. We have established routine processing functions (such as processing for regular payroll and benefits administration). All processing and transfers of personal information are subject to reasonable confidentiality and privacy safeguards.
2. Any business you have with the Office of Tax Appeals is treated with the strictest confidentiality and personal information you provide is used only for the purpose specified unless required by law, such as Freedom of Information requests.
3. We process vendor/contractor personal information for the following purposes: (1) contract recruitment and staffing; (2) administration of compensation; (3) performance management and training; (4) legal compliance and risk management; (5) workplace management and reporting; (6) to protect the West Virginia Office of Tax Appeals, its workforce, and the public against injury, theft, legal liability, fraud, or abuse; and (9) other legal and customary business-related purposes.
4. 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.
5. We may disclose your personal information (1) to other State departments and agencies, for the purposes listed above, (2) to data processors, who use the data only for our purposes, (3) to those companies that provide benefits and services to you, (4) where required by law, such as Freedom of Information requests, (5) where permitted by law, such as with your consent or in the event of an emergency.

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6. You may reasonably access and update your personal information by contacting the Office of Tax Appeals Procurement Officer. 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.
7. If you have concerns about how we process your personal information or sensitive information, please contact the Office of Tax Appeals Procurement Officer. 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.
8. If you believe that your personal information is not handled in accordance with the applicable law or State of West Virginia Privacy Policies, you may submit a complaint to the Office of Tax Appeals Procurement Officer. We will investigate the complaint.
9. This notice provides basic information about our processing of your personal information and your privacy rights. Should you have additional questions, you may contact the Office of Tax Appeals Procurement Officer.

Procurement Officer:

Stephen Lee  
West Virginia Office of Tax Appeals  
1012 Kanawha Blvd., East, Suite 300  
Charleston, West Virginia 25301