



**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**PRIVACY NOTICE**

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Privacy Policy

Thank you for visiting the West Virginia Department of Environmental Protection's (DEP's) website. Because visitors to our website are important, we do not capture personal information about them without their permission. We endeavor to collect only the minimum amount of information needed to meet the purposes for which the website was created. This website has been designed to make it easier and more efficient for all users to interact with the DEP. This privacy statement addresses the collection, security, and disclosure of information that may be obtained through the DEP's website.

Collection of Information

If you visit DEP's website in order to read or download information, we may collect the following information about you:

- The name of your domain; for example "companyname.com";
- The IP address of the client accessing the website;
- The type of browser and operating system used to access the DEP website;
- The internet address of the website from which you linked directly to our homepage, if applicable;
- The pages you visit within the DEP's website; and
- The links made to other websites through our site.

The DEP may use cookies and other internet technology to help manage our website. Cookies are small text files that a web server may ask your web browser to store and to send back to the web server when needed. Cookies may be used to store a transaction identifier or other information a user may provide. Cookies may be used to automatically identify a particular user to the system in order to provide a customized service. We do not use cookies to collect or store your personal information.

## Uses of Information

The DEP uses the personal information you provide for purposes that match the reasons you provide it for or for other uses and disclosures, which are reasonably anticipated based on the circumstances.

Information is collected for purposes of determining what information is of most and least interest to all DEP website visitors and to improve content and performance of our website. This information is not collected for commercial marketing purposes.

The DEP may collect personally identifiable information that you voluntarily provide while visiting the DEP's maintained website.

“Personally identifiable information” (PII) is information about a person that is readily identifiable to that specific individual. It includes, for example, an individual's name, street address, or phone number. Examples of PII that the DEP may collect include, but are not limited to:

- An e-mail address, if you are communicating with us through e-mail;
- Information you voluntarily submit to the DEP for the purposes of completing or submitting an application or form online; and
- Other information volunteered, such as contact information, survey information, or content of e-mail.

PII will not be collected unless you voluntarily send an e-mail message, fill out and send an online form, or fill out personal information for a survey. Your choice not to participate in these activities will not impair your ability to access certain information or obtain a service from state government; however, you may not be able to complete the transaction or service online. Unless specifically protected under state law, any information provided may be inspected by the public or disclosed in a legal proceeding.

Information collected may be combined with information obtained from other Executive Branch Departments' websites and services.

In general, please note the information collected, whether or not personally identifiable, is not limited to text characters and may include audio, video and other graphic formats you voluntarily send to us. Information is retained in accordance with existing laws, rules, regulations, and other policies.

## Link Disclaimer

The DEP website may contain links to other websites, including those owned or maintained by other government, private or non-profit entities. The DEP offers these links for convenience and/or informational purposes only. A link does not constitute an endorsement of content,

views, policies, products or services of that particular website. Such site owners may have their own privacy statements posted, which supersede this policy. Visitors should read the privacy policies of the individual sites and be cautious about providing PII without a clear understanding of how the information will be used.

#### Public Disclosure

As a general rule, the DEP does not disclose any PII collected online or otherwise except where permission has been granted, or where the information is public information under the West Virginia Freedom of Information Act, W.Va. Code §§29B-1-1 et seq., or other applicable laws.

The DEP may be required to provide information to law enforcement, Federal government, or in response to a court order or subpoena, if no other law protects your information.

The DEP may share your information with other state and Federal agencies as well as others we have hired to assist us, for reasons that match the reason you provided it or as required by law. Your non-personal information may be shared for purposes related to improving our business practices.

Visitors should be aware that information collected by the DEP on its website may be subject to inspection, if such information is a public record or not otherwise protected from disclosure.

#### Information Disclaimer

Information provided on websites maintained by the State of West Virginia is intended to allow the public convenient access to public information. While all attempts are made to provide accurate, current and reliable information, we cannot guarantee that the information will be error free. Therefore, the State of West Virginia and respective employees, officers and agencies expressly deny any guarantee of the accuracy, reliability or timeliness of any information published through our websites and shall not be held liable for any losses caused by reliance upon the accuracy, reliability or timeliness of such information.

Any person, who relies upon such information obtained from these websites, does so at his or her own risk.

The contents of this website are published for information purposes only and subject to change without notice.

## Security

The DEP uses the Secure Sockets Layer (SSL) protocol to safeguard your sensitive personal information during online transactions. SSL protocol is the industry's accepted form of encryption and it provides the highest level of protection possible for internet communications.

Using this widely accepted form of SSL encryption, your transaction is secured from your personal computer to the state's computer processing your request. All computers are located behind a secure firewall to protect the systems and information necessary to support DEP's collection of your personal information. If DEP processes your credit card information for any transaction, it is required to be compliant with the Payment Card Industry Data Security Standards (PCI DSS).