

# West Virginia Board of Occupational Therapy



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[www.wvbot.org](http://www.wvbot.org)

## PRIVACY NOTICE

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

- We collect your personal and non-personal information necessary to issue an Occupational Therapist or Occupational Therapy Assistant license.
- W.Va. Code §30-1-12 (a) requires the Board to keep a register of all applicants for license, to include name, date of birth, educational and other qualifications, and place of residence. W.Va. Code §30-1-6 (d) requires an applicant's social security number be recorded on an application.
- We also collect telephone number, signature, photo, employment, and criminal information. As part of the licensure renewal application, your email address is collected as an optional field, to facilitate communication during the renewal process.

### **HOW WE USE YOUR INFORMATION**

- Application documents that contain your personal and non-personal information are scanned and stored in a computer server and manually filed in secured filing cabinets. We use an encrypted security program to protect your personal information.
- W.Va. Code §30-1-13 requires the Board to make a roster of the names and office addresses of all persons licensed available upon request to any member of the public. Our roster includes home address in lieu of office address.
- As a State Agency, we may have to give your information to authorities after receiving a legal request or a court order or subpoena.
- As a State Agency, we are also subject to the Freedom of Information Act (FOIA), which makes all public records available for inspection and copying, with the exception of certain sensitive personally identifiable information. Exempted information includes social security number, place and date of birth. Non-sensitive personal information, such as name, address, phone number, and email address, is not exempted and must be made available upon request.
- In the event the Board is required to submit a report about an applicant or licensee to the National Practitioners Data Bank (NPDB), such reporting requires the licensee's social security number.

### **REVIEWING AND CORRECTING YOUR RECORD**

- You have the right to review your information in our records and make corrections if it is incorrect or outdated.
- To change your contact or employment information, please use the Name/Address Change form available on our website, [www.wvbot.org](http://www.wvbot.org). Name changes require a copy of the legal document (marriage certificate, divorce decree, etc.) authorizing the change.

### **CONSENT**

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