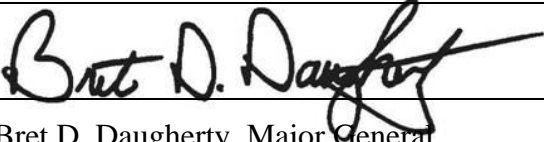




Department Policy No. IT-308-01

Title:	Website Privacy Notice Information
Former Number:	07-00
Authorizing Source:	Executive Order 16-01 – Privacy Protection and Transparency in State Government “Modernizing State Agency Privacy Protection”
References:	Washington Military Department Privacy Notice; Washington Military Department Intended Use Guidelines & External Content Policy.
Information Contact:	Chief Information Officer Building #20B, (253) 512-8779
Effective Date:	March 2, 2001
Mandatory Review Date:	September 10, 2022
Revised:	September 10, 2020
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

To be transparent with those who visit the Washington Military Department’s (WMD) website and ensure users are aware of what personal information is collected and how it may be used.

Scope

This policy applies to all state employees of the WMD.

Policy

The WMD will operate the agency website in accordance with the Governor’s Executive Order 16-01 by including a link on each page of the WMD website to the agency’s privacy policies. These policies notify citizens of information collected and for what purpose the information is used.

A. Responsibilities

1. The WMD Communications Division has the responsibility to ensure:
All pages of the agency website include a link to the WMD's privacy policies.
2. The WMD Information Technology Division has the responsibility to ensure:
Each division puts procedures and practices in place for handling and disposing of digital records that contain confidential personal information.

B. General Guidance

Executive Order 16-01 is hereby incorporated as part of this policy and the directions derived from it must be followed.