



WEST VIRGINIA DIVISION OF FORESTRY

PRIVACY NOTICE SUMMARY

WHAT INFORMATION WE COLLECT AND WHY WE COLLECT IT

- We may need to collect your personal and non-personal information to perform necessary business functions or make decisions related to programs and certifications provided by the Division of Forestry or as required by State certifications, licenses, permits, citations, reports or federal statute or policy or for the processing of purchases from our nursery. Below is a list:
 - Timber Operators
 - Certified Loggers
 - Ginseng Dealers
 - Ginseng Growers
 - Issuance of citations for Fire Law, Logging Sediment Control Act and Ginseng Law.
 - Incident Qualifications Systems Reporting
 - National Wildfire Coordinating Group (NWCG) Certified Training Courses
 - Mobilization for Out-of-State Emergency Assistance
 - Seedling Sales
- We may collect your name, address, email address, telephone number, date of birth, social security number, driver's license number, signature and your physical description. In addition, we will collect your credit card information when purchasing seedlings online from our nursery.

HOW WE USE YOUR INFORMATION

- By West Virginia Code §19, §20 and federal law, we must collect your personal information to perform certain functions and/or related business of the Division of Forestry.
- We may share your information with appropriate agency personnel, governmental agencies or others as required by law or business necessity.
- We safeguard your information with appropriate physical, electronic, and managerial procedures. Only authorized personnel shall have access to records or data files containing your personal information. State agencies processing credit card information are required to be compliant with the payment card industry data security data standards (PCI DSS).

INDIVIDUAL RIGHTS

- You have the right to review your information in our records and to request corrections of inaccurate or outdated information. Fees may be required.
- To make changes or update your personal information on file, you may contact us via the e-mail address or telephone number referenced on our website at wvforestry.com or by visiting one of our local offices. You may be required to provide proof of your new information.