

State of West Virginia  
Departments of Health, Health Facilities, and Human Services  
Office of Shared Administration  
Office of Management Information Services (OMIS)  
OMIS Policy #0537: Internet Use

**Revised: February 10, 2025**

## 1.0 PURPOSE

The purpose of this policy is to outline internet use guidelines within the WV Departments of Health (DH), Health Facilities (DHF), Human Services (DoHS), and Office of Shared Administration (OSA) to ensure that all employees use the internet in a safe and responsible manner.

## 2.0 SCOPE

This policy applies to all employees and contractors within the DH, DHF, DoHS and the OSA who use State-provided systems and equipment to access the internet.

## 3.0 POLICY

### 3.1 Internet Access

- 3.1.1 Access to the State's internet will be provided to employees to support business activities, and to perform their jobs and professional roles.
- 3.1.2 Internet access will be provided to employees without any expectation of privacy or confidentiality.
- 3.1.3 All access to and use of the internet is monitored and may be examined by the WVOT, if necessary.

### 3.2 Use of the State Internet

- 3.2.1 The WVOT outlines prohibited use(s) of the internet in WVOT-PO1022, [Acceptable Internet Usage](#). All State employees must comply with this policy.
- 3.2.2 Excessive personal use of the internet by employees is considered a misuse of State resources.

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- 3.2.3 Incidental personal use of the State's internet is permitted if it meets the following requirements:
  - 3.2.3.1 It is performed on personal time (i.e. lunch time, break),
  - 3.2.3.2 It does not consume more than an insignificant number of systems and/or resources,
  - 3.2.3.3 It does not interfere with employee productivity,
  - 3.2.3.4 It does not impede business activity,
  - 3.2.3.5 It does not violate any State or agency policy, and
  - 3.2.3.6 It is not used for illegal activities.
  - 3.2.3.7 Additional conditions are outlined in WVOT policy WVOT-PO1022 and OMIS Policy No. 0512, [Information Security](#).
- 3.3 Expectation of Privacy
  - 3.3.1 Users should have no expectation of privacy or confidentiality when accessing the State internet.
  - 3.3.2 All user activity on State networks, including internet use, is subject to logging and review. WVOT will create an audit log reflecting all user requests for internet service, both in-bound and out-bound addresses.
  - 3.3.3 Users who choose to store or transmit personal information such as private keys, credit card numbers, personal emails, or make use of Internet "wallets," do so at their own risk. The State and the WVOT are not responsible for any loss of personal information or any consequential loss of personal property.

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- 3.4 State data must not be stored on the internet unless the storage site is pre-approved by WVOT.
- 3.5 Protected health information (PHI), personally identifiable information (PII), federal tax information (FTI), or other sensitive material must not be placed on, or made available, via the internet.
- 3.6 Any transmission of confidential data required for business purposes must be pre-approved and encrypted during transmission.
- 3.7 All software used to access the internet must be part of the WVOT standard software or approved by the WVOT Chief Information Officer. This software must incorporate all vendor-provided security patches.
- 3.8 All files downloaded from the internet must be scanned for viruses.
- 3.9 All sites accessed must comply with WVOT-PO1022.
- 3.10 The State internet access must not be used for personal gain or personal solicitations.

## 4.0 VIOLATIONS

Violation of this policy will subject an individual to disciplinary action up to and including dismissal. Depending on the circumstances surrounding the incident, policy violations could result in prosecution under state and federal statutes.

## 5.0 DEFINITIONS

- 5.1 **Employee** – Individuals retained and authorized on a temporary or permanent basis by the State of West Virginia to perform a service. For the purposes of this



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policy, the term “employee” will include the following: contractors, subcontractors, contractors’ employees, volunteers, county health department staff, business associates, and any other persons who are determined to be subject to this policy. This definition does not create any additional rights or duties.

- 5.2 **Federal Tax Information (FTI)** – According to the IRS Publication 1075, FTI is defined as any return or return information received from the IRS or secondary source, such as SSA, Federal Office of Child Support Enforcement or Bureau of Fiscal Service. FTI includes any information created by the recipient that is derived from return or return information.
- 5.3 **Office of Management Information Services (OMIS)** - This office reports directly to the DH, DHF, DoHS and the OSA Cabinet Secretaries and provides the leadership, innovation, and services needed to achieve efficient and effective technology solutions to meet the goals of the Departments .
- 5.4 **Personally Identifiable Information (PII)** - All information that identifies, or can be used to identify, locate, or contact (or impersonate) a particular individual. Personally identifiable information is contained in both public and non-public records. Examples may include but are not limited to a specific individual’s: first name (or initial) and last name (current or former); geographical address, electronic address (including an e-mail address); telephone number or fax number dedicated to contacting the individual at their physical place of residence; social security number; credit and debit card numbers; financial records, including loan accounts and payment history; consumer report information; mother’s maiden name; biometric identifiers, including but not limited to, fingerprints; facial recognition and iris scans; driver identification number; full face image; birth date; birth or adoption certificate number; physical description; genetic information; medical, disability or employment records, including salary information; computer information, including information collected through an Internet cookie; criminal history, etc. When connected with one or more of the items of information specified above, PII includes any other



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information concerning an individual, that if disclosed, identifies or can be used to identify a specific individual physically or electronically.

5.5 Protected Health Information (PHI) - Individually identifiable health information that is received, created, maintained or transmitted by the organization, including demographic information, that identifies an individual, or provides a reasonable basis to believe the information can be used to identify an individual, and relates to:

- Past, present or future physical or mental health or condition of an individual;
- The provision of health care to an individual; and
- The past, present, or future payment for the provision of health care to an individual.

Privacy and Security Rules do not protect the individually identifiable health information of persons who have been deceased for more than 50 years.

5.6 **West Virginia Office of Technology (WVOT)** - The division of the Department of Administration established by WV Code § 5A-6-4a, *et. seq.*, which is led by the State's CTO and designated to acquire, operate, and maintain the State's technology infrastructure. The WVOT is responsible for evaluating equipment and services, and reviewing information technology contracts.

## 6.0 REFERENCES/RELATED MATERIAL

This policy applies to all relevant federal and state statutes pertaining to breaches of the security of protected, electronic data. These statutes include, but are not limited to the following:

6.1 [WVOT-P01022](#) – Acceptable Internet Usage



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- 6.2 [WVOT-PO1002](#) – Acceptable Use of Portable and/or Wireless Devices
- 6.3 [WVOT-PO1008](#) – Information Security Audit Policy
- 6.4 [WVOT-PO1014](#) – Malicious Software/Anti-Virus
- 6.5 [OMIS Policy No. 0512](#) – Information Security

## 7.0 REVISION HISTORY

Version Number	Date	Revisions
Version 1.0	03/30/2021	Revised - changed document from Web Filtering procedure to Internet Use policy
Version 1.1	02/01/2022	Converted document from Word to Google Docs; Updated formatting; Annual review of content - Revised language throughout
Version 1.2	02/07/2023	Annual review; updated policy links



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Version 1.3	02/14/2024	Annual Update - changed “DHHR” to “Departments of Health, Health Facilities, Human Services, and Office of Shared Administration”, updated links, overall review of content, revised language throughout
Version 1.4	02/10/2025	Annual Review and update – reviewed language and updated format