

City of Washington Terrace Privacy Policy Statement

Privacy Policy

The City of Washington Terrace is committed to safeguarding the personal data of its residents, employees, and stakeholders. This policy outlines our practices for collecting, processing, storing, and sharing personal data in compliance with the Utah Government Data Privacy Act (GDPA), Utah Code Section 63 D-2-103. Access to your information is limited to those who need it to perform City Operations. Access to work areas and digital systems that contain your controlled information is protected and restricted.

Washington Terrace City is committed to protecting your privacy. The purpose of this statement is to inform those initiating, updating, inquiring, or terminating services with Washington Terrace City where personally identifiable information (PII) is collected and processed. For the purposes of this statement, “Personally Identifiable Information” means any information relating to an identified or identifiable individual who is the subject of the information. Personally Identifiable Information is not a classification or records under Utah Code Section 63G, Chapter 2, Government Records Access Management Act (GRAMA). If an appropriate request is made to the city for information that is subject to disclosure under GRAMA, and not otherwise private, controlled, or protected, the City may be required to disclose the information requested. Personal data shall be retained and disposed of in accordance with a documented record retention schedule

Data Collection

Personal data shall be collected only for specified, lawful purposes and processed in a manner compatible with those purposes. Our website is not set up to track, collect, or distribute PII’s about our visitors

Only the minimum amount of personal data necessary to achieve the specified purpose shall be collected.

Data Processing

The City of Washington Terrace shall process personal data only when there is a lawful basis, such as consent, legal obligation, or public interest. Efforts will be made to ensure personal data is accurate, complete, and up to date. Personal data shall be used only for the purposes specified at the time of collection, unless further use is authorized by law. Information that you voluntarily supply when you register or initiate transactions, such as your name, address, email, and telephone number is private and confidential. Information gathered is stored in a secure location and is accessible only by designated staff and is used only for the purpose for which you provide the information.

Individuals have the right to request access to their personal data held by the City.

Individuals may request correction of inaccurate or incomplete personal data. Individuals may contact the City Recorder’s Office at amyr@washingterrace.gov by email, or the Department in which a transaction was initiated to request deletion of their personal data, subject to legal or operational requirements.

Data Sharing and Disclosure

Personal data shall not be shared with third parties unless permitted by law or with the explicit consent of the data subject. The City shall not sell personal data unless expressly required by law. The City shall not establish, maintain, or use undisclosed or covert surveillance unless permitted by law.

Non-City Websites and Third-Party Services

Washington Terrace City contracts with third parties for certain services such as website hosting, financial transactions, permit requests, and registrations. Various third-party websites may be linked through Washington Terrace website to provide or facilitate services for the public.

In using a third-party service, you are also agreeing to that services Privacy Policy. Washington Terrace City is not responsible for the privacy practices, privacy statements or content hosted on external websites. Visitors to third-party websites are advised to check the privacy notices of those websites and be cautious about providing PII without understanding how that information will be used.

Children's information

Washington Terrace City online services are intended for use by adults. The city does not knowingly collect personal data from children under 13 years of age. Users should be aware that the PII submitted to the city website will be treated as information given by an adult and may become subject to Public Records Requests as controlled by GRAMA. Washington Terrace City does collect personal information about children under the age of 13 with parental consent. We only collect the information necessary to provide the agreed upon service at the time of collection.

Contact

Washington Terrace City operates its website in cooperation with Catalyst.

If you have any questions or concerns, please contact:

Phone: 801.395.8282

Email: tomh@washingtonterrace.gov

We want you to feel comfortable using our services, knowing that your privacy is respected and protected. We welcome your feedback on this notice, which is reviewed annually. For more information on our privacy or records management practices, please contact the City Recorder at amy@washingtonterrace.gov

Changes to this Policy

The City reserves the right to change this policy at any time by posting revisions on the City Website. This privacy policy does not create any contractual or other legal rights in or on behalf of any party. Nothing contained herein shall be interpreted to waive, in whole or in part, Washington Terrace City governmental immunities (whether statutory or common law). You agree that any claims or lawsuits arising from the use of the Clearfield City websites shall be governed by Utah law

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