

Personal Data Collection Notice

HUMAN RESOURCES

We, the City of Washington Terrace, are committed to protecting your privacy and handling your data transparently. Below is a summary of the personal information we collect, how we use it, and your rights regarding data:

What data do we collect?

Contact Information (when applicable): Name, Date of Birth, Address, Telephone number, email address, Social Security Number, State ID Number, Alien Registration Number, Driver's License Number, Financial Account Information, Passport Number, Citizenship status, Education Level, Work related data (occupation, title, salary, work history, performance reports), Medical/Workers Comp information, Financial history, Criminal Records, Drug Screen, and some family information (names, socials, for insurance purposes)

Usage Data: The information is collected for Employee Records and Payroll Information. Some of the above data is collected on Employment Applications for perspective employees.

Why do we collect this data?

To maintain a current Employee File, which contains, but is not limited to: An IRS I-9 verification form as required by federal law, Complete Motor vehicle License checks per City Policy, Payroll Information for payroll processing, Insurance information, Emergency Contact Information, Performance reviews and certifications.

To review and evaluate employment applications and contact information for interviews and follow up contact.

For security/identification purposes and to comply with legal obligations.

Who do we share your data with?

The City does not sell or monetize any personal data. Data may be shared:

When requested by law (Law enforcement, Federal or state law)

3rd parties that we contracted with to provide Health Insurance (PEHP) and Retirement Service (URS)

3rd parties that we contracted with to provide Insurance to the City for Workers Compensation, Vehicle Background checks, and optional auxillary insurance for eligible employees.

All 3rd party contractors must follow the City's Privacy Data Policy.

How do we protect your data?

We implement adequate security measures including encryption when needed, password protections to allow restricted access to only authorized personnel, and secure hard copies in secure locations to ensure the confidentiality and integrity of your data. All information is solely used for the purpose in which it was collected unless consent or legal obligations are required.

Retention Information:

We retain your data only as long as necessary to fulfill the purposes outlined above and in accordance with the Utah State Archives Retention Schedule.

Your rights:

You can contact us here to carry out your rights: amy@washingtonterrace.gov, 801.393.8681

Access: You can request to see the data we hold about you.

Correction: You can request that we correct any inaccuracies in your data.

Deletion: You can ask us to delete your data under certain conditions.

Refusal: Refusal to provide the data may result in failure to complete the transaction, failure to complete registration, failure to submit permit requests or renewals.

For more detailed information, please visit our website www.washingtonterrace.gov

For additional questions contact us here: City Manager Tom Hanson, Privacy Officer.

801.395-8282

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