Personal Data Collection Notice

JUSTICE COURT AND ANIMAL LICENSING

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, Home/mailing/work address, Date of Birth, Email Address, Telephone Number, Criminal Records

Usage Data: Contact information for notifications, offer senior discounts on licensing.

Why do we collect this data?

To contact you concerning the scheduling of court dates, warrant issuance, inquiries on payments.

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, Prosecutors, Federal or state law)

3rd parties that we contracted with to provide animal control services (South Ogden City)

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

How do we protect your data?

We implement adequate security measures required by the Administrative Office of the Courts, as well as the Bureau of Criminal Investigations (BCI) . We only 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 soley 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 for the Justice Court.

Your rights:

You can contact us here to carry out your rights: amyr@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

tomh@washingtonterace.gov