

PRIVACY NOTICE FOR COLLECTION OF PERSONAL DATA (FROM AN INDIVIDUAL) TEMPLATE



**Utah Office of
Data Privacy**

DISCLAIMER

This template is provided by the Utah Office of Data Privacy (ODP) as a resource to assist governmental entities. This template is intended to serve as general guidance and a foundational structure only. Governmental entities are responsible for reviewing, customizing, and adapting this template to ensure compliance with applicable laws, regulations, policies, and organizational needs.

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COLLECTION OF PERSONAL DATA CLASSIFIED AS A PUBLIC RECORD

If the personal data collected is classified as a public record, the privacy notice should be limited to a statement indicating:

The personal data collected by this form is classified as a public record pursuant to Utah Code § 63G-2-301, of the Government Records Access and Management Act (GRAMA), and may be made available to the public as provided by Utah Code § 63G-2-201.

COLLECTION OF PERSONAL DATA THAT IS NOT CLASSIFIED AS A PUBLIC RECORD

If the personal data collected is not classified as a public record, the privacy notice must include all of the information described below.

I. PURPOSES AND USES

We process your personal data for the purpose of *(list all of the purposes for which personal data is collected)*.

II. REFUSAL TO PROVIDE PERSONAL DATA

If you do not provide the personal data requested by this form, *(describe consequences)*.

III. SHARING AND SELLING PERSONAL DATA

Your personal data may be shared with *(describe the classes of persons and entities with whom the personal data is shared)*.

Your personal data may be sold to *(describe the classes of persons and entities to whom personal data may be sold)*.

or

Your personal data is never sold.

IV. RECORD SERIES

The personal data collected by this form is included in Record Series # _____ (hyperlink).