

REQUEST FOR A PRIVACY NOTICE TEMPLATE



**Utah Office of
Data Privacy**

DISCLAIMER

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REQUEST FOR A PRIVACY NOTICE

Utah Code § 63A-19-402

If requested, a governmental entity must provide a privacy notice to an individual regarding any personal data¹ the individual previously provided to the governmental entity. The privacy notice must describe:

- all intended purposes and uses of the personal data;
- the consequences of refusing to provide the personal data;
- who personal data is shared with or sold to; and
- the record series in which the personal data is included.

Any personal data provided on this form will be used for the purpose of processing your request. If the personal data requested by this form is not provided, your request will be denied. Your personal data may be shared within the governmental entity to process your request, but it will not be sold. Your personal data is included in Record Series # (include the number of the record series and a hyperlink).

Applicant's name:

Address:

Email:

Phone number:

Describe the personal data or information you previously provided for which you are requesting a privacy notice:

Dated:

Signature of applicant:

¹ "Personal data" means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.