

## RESOLUTION #R25-09

### A RESOLUTION ADOPTING THE TOWN OF GARDEN CITY PRIVACY POLICY

Whereas, Utah Code §63A-19-102 establishes statewide privacy principles requiring governmental entities to protect personal data, provide notice, implement safeguards, respect individual privacy expectations, and comply with applicable laws; and

Whereas, the Town of Garden City collects and maintains personal data to provide municipal services, meet statutory obligations, and carry out governmental functions; and

Whereas, the Town Council finds it in the best interest of residents, employees, and visitors to adopt a Privacy Policy consistent with state law;

### NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF GARDEN CITY, UTAH, THAT:

The following Privacy Policy is hereby adopted:

### TOWN OF GARDEN CITY PRIVACY POLICY

Effective Date: December 11, 2025  
Approved By: Garden City Town Council

#### 1. Purpose and Scope

This Privacy Policy establishes how the Town of Garden City ("Town") collects, uses, manages, protects, shares, and disposes of personal data in compliance with:

- **Utah Code §63A-19-102 (State Data Privacy Policy)**
- **Utah Code Title 63G, Chapter 2 – Government Records Access and Management Act ("GRAMA")**
- Any other applicable state or federal requirements

This policy applies to all Town departments, elected officials, employees, contractors, volunteers, systems, and programs that handle personal data.

#### 2. Policy Principles (Utah Code §63A-19-102 Compliance)

This policy is meant to guide further alignment of the Town of Garden City with the State Data Privacy Policy as detailed in Utah Code § 63A-19-102.

Consistent with state law, the Town adopts the following principles:

## 2.1 Fundamental Right and Expectation of Privacy

Individuals have a fundamental interest in the privacy of personal data they provide to the Town. The Town shall respect and protect this interest.

## 2.2 Responsible Handling of Personal Data

The Town shall act in a manner consistent with the individual's expectation of privacy and Utah Code §63A-19-102(1)–(2).

## 2.3 Protection, Notice, and Limited Use

The Town shall:

1. Protect the privacy of personal data using reasonable safeguards;
2. Provide clear notice of data collection and processing;
3. Process only the minimum necessary personal data for lawful and specified purposes;
4. Use consent mechanisms where required or appropriate;
5. Allow individuals to access and correct their personal data;
6. Maintain safeguards for confidentiality, integrity, and availability of data;
7. Demonstrate accountability and compliance with privacy-related laws;
8. Ensure privacy practices meet business and service needs of the Town.

## 2.4 Training and Education

The Town will provide ongoing employee training on privacy, security, records management, and their interplay.

## 2.5 Consistent Terminology

The Town shall align terminology and definitions with statewide data privacy standards.

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## 3. Definitions

- **Personal Data:** Information linked or reasonably linkable to an identified or identifiable individual, excluding public information defined under GRAMA.
  - **Processing:** Collection, use, storage, sharing, access, analysis, or disposal of personal data.
  - **Government Records:** Records defined under GRAMA, including public, private, controlled, and protected records.
  - **Sensitive Data:** Data classified as Private, Controlled, or Protected under GRAMA or otherwise sensitive under law.
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## **4. Data Collection and Processing**

### **4.1 Lawful, Specified Purposes**

The Town collects personal data only:

- As authorized or required by law,
- For providing municipal services,
- For fulfilling contractual, administrative, or public safety purposes.

### **4.2 Data Minimization**

Only the minimum personal data necessary to fulfill a lawful purpose will be collected and retained.

### **4.3 Notice of Collection**

When feasible, departments will provide notice including:

- What data is collected
- Why it is collected
- How it will be used
- Whether it may be shared
- How long it will be retained
- Individual rights under GRAMA

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## **5. Individual Rights Under GRAMA**

Under Utah Code Title 63G-2 (GRAMA):

1. **Access to Records**  
Individuals may request access to records containing their personal data.
2. **Right to Amend or Correct**  
Individuals may request corrections to inaccurate or incomplete personal data, subject to GRAMA §63G-2-603 procedures.
3. **Right to Appeal**  
Denials of access or corrections may be appealed under GRAMA provisions.
4. **Classification of Records**  
The Town will classify records as Public, Private, Protected, or Controlled in accordance with Utah law.

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## **6. Data Retention and Disposal Schedule**

Retention shall be consistent with:

- Utah Municipal General Records Retention Schedule (State Archives)
- GRAMA requirements
- Specific statutory retention for specialized records

### **Secure Disposal**

Upon expiration of retention periods, personal data must be disposed of in a manner protecting confidentiality, including shredding, secure deletion, or certified destruction.

## **7. Data Security and Safeguards**

Each department shall implement reasonable administrative, technical, and physical safeguards, including:

- Access controls and role-based permissions
- Password and authentication requirements
- Encryption where appropriate
- Secure storage and transmission
- Vendor and contractor compliance requirements
- Incident response procedures

## **8. Consent Mechanisms**

Consent is required when:

- Not otherwise authorized by statute
- Personal data is used for a new or secondary purpose
- Voluntary programs require optional personal data

Consent must be:

- Informed
- Specific
- Documented
- Revocable where applicable

## **9. Department-Specific Responsibilities**

### **9.1 Town Clerk / Recorder**

- Oversees GRAMA compliance
- Maintains record classification system
- Coordinates responses to data access and correction requests

## **9.2 Administration**

- Implements privacy training for employees
- Ensures policy publication and updates

## **9.3 Public Works**

- Limits collection of resident data to operational needs (utilities, permits, etc.)
- Ensures proper retention of infrastructure and service records

## **9.4 Building Department**

- Collects only data required for inspections, permits, and compliance
- Retains building records per state retention schedules

## **9.5 Contractors and Vendors**

- Must comply with this policy and applicable Utah privacy laws
- Must sign data-handling agreements if they access personal data

# **10. Accountability and Compliance**

Compliance shall be documented through:

- Incident response logs
- Training completion tracking
- Records management audits

# **11. Policy Updates**

This policy may be updated to reflect:

- Legal changes
- Technological advancements
- Operational needs

Revisions will be approved by the Town Council and made publicly available.

## 12. Contact Information

### Town of Garden City – Town Clerk/Recorder

Address: 69 N Paradise Parkway, Building B, Garden City UT 84028

Phone: 435-946-2901

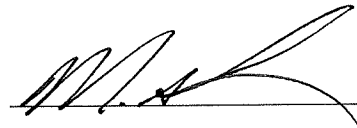
Email: [office@gardencityutah.gov](mailto:office@gardencityutah.gov)

*If any section, subsection, sentence, clause, phrase, or portion of this resolution is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this resolution.*

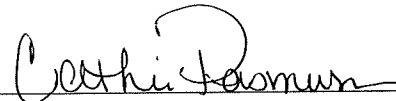
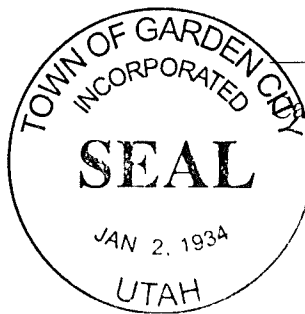
**APPROVED AND ADOPTED** by the Garden City Town Council this 11<sup>th</sup> day of December 2025.

APPROVED:

Attest:



Mike Leonhardt, Mayor



Cathie Rasmussen, Town Clerk

Voting:	Aye	Nye
Argyle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hansen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
House	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Menlove	<input checked="" type="checkbox"/>	<input type="checkbox"/>

STATE OF UTAH     )  
                              )§  
County of Rich     )

I, Cathie Rasmussen, the duly appointed Clerk/Recorder of the Town of Garden City, Utah, do hereby certify that the attached and foregoing is a true and correct copy of Resolution # R25-09 passed by the Town Council of Garden City on the 11<sup>th</sup> day of December 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Town this 11<sup>th</sup> day of December 2025.

Cathie Rasmussen  
Town Clerk

