

## **Resolution #2026-0107-2-R**

### **A RESOLUTION OF THE TOWN COUNCIL OF ROCKVILLE, UTAH, APPOINTING A CHIEF ADMINISTRATIVE OFFICER AND RECORDS OFFICER(S) IN COMPLIANCE WITH THE GOVERNMENT DATA PRIVACY ACT (GDPA)**

**WHEREAS**, Utah law, under the Government Data Privacy Act (GDPA), requires each state agency to implement a privacy program – including designation of a Chief Administrative Officer (CAO) and appointment of Records Officer(s); and

**WHEREAS**, the Utah Office of Data Privacy's Privacy Program Framework provides guidance requiring specification of who is responsible for privacy program implementation; and

**WHEREAS**, GDPA mandates that each agency designates a CAO responsible for establishing and maintaining the agency's privacy and records management program; and

**WHEREAS**, The act also requires that the CAO appoint one or more Records Officers who will ensure the care, maintenance, classification, retention, access, and preservation of records in alignment with CAO-established policies;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF ROCKVILLE, UTAH, AS FOLLOWS:**

1. **Designation of Chief Administrative Officer (CAO).** Pam Leach, Mayor, is hereby designated as the CAO for the Town of Rockville. The CAO shall establish, manage, and maintain an ongoing privacy and records management program consistent with Utah law and the Privacy Program Framework.
2. **Appointment of Records Officer(s).** The CAO shall appoint the following Records Officer(s). Shelley D. Cox, Town Clerk. Records Officer(s) will implement and maintain privacy and records practices as detailed in the agency's privacy program and framework guidance.
3. **Roles and Responsibilities.**
  - CAO Responsibilities: Develop and maintain formal privacy and records policies and procedures. Oversee their effective implementation throughout

**RESOLUTION #2026-0107-1-R**

**A RESOLUTION TO ADOPT THE TOWN OF ROCKVILLE PRIVACY PROGRAM POLICY**

**WHEREAS**, the Town Council of the Town of Rockville is required to adopt a Privacy Program Policy to provide guidance on the State's Privacy Program as set forth in Utah Code § 63A-19-401(2)(a), which aligns with the records management and data governance requirements provided in both GRAMA and DARS. Where applicable, this policy will refer to other documents such as a Privacy Framework for the Town of Rockville and may refer to more specific or detailed policy, procedures, or guidance that address a particular practice that the Town of Rockville has developed. This Policy will address the types of personal data that could be collected, how it is used and how long it is retained or to what circumstances it could be disclosed. It will also outline individuals' rights with regard to their own data.

**BE IT THEREFORE RESOLVED** by the Rockville Town Council to adopt the attached Privacy Program Policy for the Town of Rockville.

**THIS RESOLUTION shall become effective immediately upon passage and signature.**

**PASSED THIS 7<sup>th</sup> day of January 2026.**

TOWN OF ROCKVILLE

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Pam Leach, Mayor

ATTEST:

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Shelley D. Cox, Town Clerk