

ORDINANCE 1-2026

AN ORDINANCE TO INITIATE THE ESTABLISHMENT OF THE HUNTINGTON CITY DATA PRIVACY PROGRAM; DESIGNATE CHIEF ADMINISTRATIVE AND AUTHORIZED RECORDS OFFICERS; REQUIRE RECORDS FOR PROOF OF OFFICER AND EMPLOYEE PRIVACY TRAINING; PREPARE WEBSITE DATA PRIVACY NOTICE; ENDORSE THE STATE OF UTAH'S DATA PRIVACY POLICY; AND COMPLETE HUNTINGTON CITY INTERNAL DATA PRIVACY PROGRAM REPORT

WHEREAS, the Huntington City Council ("Council") adopts programs to guide decision-making and policy; and

WHEREAS, the State of Utah requires each governmental entity, including the Huntington City ("Huntington"), to initiate a data privacy program ("DPP") that recognizes the state policy that "an individual has a fundamental interest in and inherent expectation of privacy regarding the individual's personal data that an individual provides to a governmental entity" and each governmental entity shall process personal data consistent with this state policy pursuant to Utah Code § 63A-19-401; and

WHEREAS, the Utah State Legislature enacted HB 444, Data Privacy Amendments, in 2025, which requires Huntington to prepare an internal DPP report ("Report") no later than December 31, 2025, pursuant to Utah Code Ann. § 63A-19-401.3; and

WHEREAS, the Council resolves to fully comply with the requirements of Utah Code, Title 63A, Chapter 19, Government Data Privacy Act ("GDPA"); Utah Code, Title 63G, Chapter 2, Government Records Access and Management Act ("GRAMA"); and Utah Government Operations Code, Title 63A; including the completion of the Report; and

WHEREAS, the Council desires to initiate and establish an official Huntington DPP to be developed and implemented over time to comply with the requirements of Utah Code, Title 63A, Chapter 19, Part 4, Duties of Governmental Entities, and other applicable laws; and

WHEREAS, the Council desires to appoint a Chief Administrative Officer ("CAO") and an administrative records officer ("ARO") for the City's DPP.

NOW, THEREFORE BE IT ORDAINED by the Huntington City Council that:

1. Approval of Forms: The Council approves the following forms:

- a. The internal privacy report form template included as **Exhibit A** of this Ordinance; and
- b. The website data privacy statement attached as **Exhibit B** of this Ordinance.

2. Appointment of CAO: The Council designates **Leonard Norton, Mayor** as the CAO of Huntington DPP and directs the CAO to:

- a. Obtain all required training(s); and

- b. Oversee the compliance of all Huntington staff and applicable agents with the data privacy training pursuant to Utah Code § 63A-19-401.2; and
- c. Report the names of the designated CAO and ARO to the Division of Archives and Records Services pursuant to Utah Code Subsections 63A-12-103(8)(c)(ii) and 63G-2-108; and
- d. Prepare the Report to the best of the CAO's ability using the template attached as Exhibit A in accordance with applicable law and to file the completed report in Huntington records, provided that such report will be a protected record; and
- e. Prepare the website data privacy statement in a manner that is substantially similar to the notice template attached as Exhibit B and publish the completed statement to the Huntington City official website and the Utah Public Notice Website.

3. Appointment of ARO: The Council designates **Brandy Wagner, City Recorder** as the ARO of Huntington DPP to fulfill all duties under applicable law and Huntington ordinances and directs the ARO to take all required training(s).

4. Endorsement: The Council endorses the State of Utah's data privacy policy.

5. Enactment of DPP: The Council approves:

- a. The initiation and establishment of the Huntington DPP, with direction to the Mayor and staff to and present to the Council for approval at a later date such other ordinances, rules, or policies needed to implement the DPP and to comply with applicable law; and
- b. The designation of the CAO and appointment of the ARO, the intended recordkeeping for proof of completion of ARO training and certification and employee privacy training; and
- c. The preparation and publication of the website data privacy notice; and
- d. The completion of the Report.

6. Additional Direction to Mayor and Staff: The Mayor and staff are authorized and directed to take such other steps as may be needed:

- a. For this Ordinance to become effective under Utah law; and

b. To make any non-substantive edits to correct any scrivener's, formatting, and numbering errors that may be needed, if any, to this Ordinance.

7. Severability: If a court of competent jurisdiction determines that any part of this Ordinance is unconstitutional or invalid, then such portion of this Ordinance, or specific application of this Ordinance, shall be severed from the remainder, which shall continue in full force and effect.

8. Effective Date: This Ordinance will go into effect immediately.

[execution on following page]

ADOPTED AND APPROVED at a duly called meeting of the Huntington City Council on this 17th day of December 2025.

HUNTINGTON CITY

Leonard Norton, Mayor

ATTEST:

Brandy Wagner, City Recorder

Judd Beagley AYE _____ NAY _____

Tom Kay AYE _____ NAY _____

Lesa Miller AYE _____ NAY _____

Devin Wilson AYE _____ NAY _____

Gloria Wilson AYE _____ NAY _____

(Complete as Applicable)

Date ordinance summary was published on the Utah Public Notice Website per Utah Code §10-3-711: _____

Effective date of ordinance: _____

**SUMMARY OF
HUNTINGTON CITY
ORDINANCE NO. 1-2026**

On December 17th, 2025, the Huntington Council enacted Ordinance No. 1-2026 to: (1) establish a data privacy program per H.B. 444; (2) designate chief administrative and authorized records officers; (3) require records for proof of officer and employee privacy training; (4) prepare a website data privacy notice; (5) endorse the State of Utah's data privacy policy; and (6) complete an initial data privacy program report.

HUNTINGTON CITY

By: Leonard Norton, Mayor

ATTEST:

Brandy Wagner, City Recorder

Judd Beagley AYE _____ NAY _____

Tom Kay AYE _____ NAY _____

Lesa Miller AYE _____ NAY _____

Devin Wilson AYE _____ NAY _____

Gloria Wilson AYE _____ NAY _____

A complete copy of Ordinance No. 1-2026 is available in the office of the Huntington City Recorder, 20 South Main Street, Huntington, UT 84528.

EXHIBIT A

HUNTINGTON CITY TEMPLATE DATA PRIVACY PROGRAM REPORT

EXHIBIT B

HUNTINGTON CITY WEBSITE PRIVACY NOTICE