

# Government Data Privacy Act (GDPA)

## What the Law Requires

- (1) have a privacy notice on its website (Utah Code 63A-19-402.5)
- (2) provide a privacy notice whenever it collects or requests personal data, including for new Library cards (Utah Code 63A-19-402), and
- (3) only collect the **minimum personal data necessary** to accomplish a specified purpose. (63A-19-401(2)(a)(ii)).

## Information about Notices

- Notice is required at the time personal data is requested (such as for a Library card, or signing up for an event, etc.)
- We are streamlining how we collect user data. Every collection of data requires the notice.
- If the data requested would be classified as a public record under GRAMA, the notice shall be limited to a statement indicating the individual's personal data may be available to the public as provided in 63G-2-201.
- However, personally identifiable library records are classified as Private under GRAMA, so the notice provided must describe
  - (1) intended purposes and uses of the personal data
  - (2) the consequences for refusing to provide the data
  - (3) the classes of persons and governmental entities with/to whom the Library shares or sells the personal data.

# Sharing this Notice

- This notice must be provided by:
  - posting the notice “in a prominent place” where the Library collects the personal data, or
  - including the notice as part of the document used to collect the personal data, or
  - **including as part of the document to collect personal data a “conspicuous” link or QR code that links to the notice.**
    - We will also post the QR code and link on library public notice boards.

# Library Specific Notice for Collection of Data through the Website

- Because the Library maintains its own site, we must have a notice complying with GDPR terms.
- The Library's website shall include the Library's contact information and, as applicable, methods for a user to
  - (1) seek access to their personal or user data,
  - (2) request to correct or amend their personal or user data, and
  - (3) file a complaint with Utah's Data Privacy Ombudsman

Provide instructions for 'at-risk' employees on how to request their personal information be classified as a private record under GRAMA.

- When collecting personally identifiable data via our website, the privacy notice must also provide details on
  - Tracking technology used
  - User data collected
  - Intended purpose of the user data collected
  - Record series in which the data is included
  - Classes of persons or governmental entities with/to whom user data is shared or sold.
    - **The library does not sell personally identifiable data**

## Staff Training

- Staff who handle personally identifiable data are required to take a training within 30 days of hire, and then annually. The County creates a training that is posted on the staff training portal.