**Governmental Website Privacy Notice Checklist**

Government entity websites that that collect Personally Identifiable Information (PII) may use this checklist to evaluate their privacy notice required by Utah Code 63D-2-103.

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| **Required**  |
|  | **Yes** | **No** |
| 1. Identity and contact information of the website operator
 |  |  |
| 1. PII Collected
 |  |  |
| 1. Summary of how the PII is used by government entity or website operator
 |  |  |
| 1. Practices related to disclosure of PII by government entity or website operator
 |  |  |
| 1. Procedures (if any) of how a user may request access and/or correct the user’s PII
 |  |  |
| 1. Security measures to protect from unintended disclosure
 |  |  |
| **Additional Considerations** |
| 1. Name of organization (don’t overlook the obvious)
 |  |  |
| 1. Effective date or last update
 |  |  |
| 1. Definition of PII
 |  |  |
| 1. Purpose of Notice
 |  |  |
| 1. Lawful basis for PII collection
 |  |  |
| 1. With whom and how PII is shared or NOT shared
 |  |  |
| 1. How long PII is stored
 |  |  |
| 1. Under what circumstances PII cannot be removed (GRAMA)
 |  |  |
| 1. Resources for learning more about privacy rights (links)
 |  |  |
| 1. Where a user can file a complaint regarding their privacy
 |  |  |
| **User Experience** |
| 1. Transparent (Accurate and easy to find)
 |  |  |
| 1. Accessibly written (Easy to understand; avoids legal jargon)
 |  |  |
| 1. “Layered approach” (include information as appropriate and add a hyperlink for reader to access more details)
 |  |  |

Recommended collaboration partners

* Cyber security
* Information technology
* Legal

Contact:

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Utah State Privacy Officer

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* Human Resources
* Communications
* Public Relations
* Records Officer
* Administration
* Public Utilities
* Third-party vendors