

SCSA#3 DATA PRIVACY STATEMENT

Purpose of Privacy Notice

Summit County Service Area #3 (“SCSA3) is committed to protecting residents’ personally identifiable information. The purpose of this Notice is to inform residents regarding the SCSA3’s collection and use of personally identifiable information. This information is provided on SCSA3’s website and on account application cards.

Definition of Personally Identifiable Information

For purposes of this Notice “Personally Identifiable Information” means any information relating to an identified or identifiable individual who is the subject of the information. This information could include information that identifies a user by name, account number, physical or mailing address, email address, telephone number, Social Security number, credit or debit card information, or bank account information. This information may include any combination of the above or other personal information that could be used to determine identity.

Information Gathered by SCSA3

SCSA3 only collects the Personally Identifiable Information that is required to carry out and provide services to users of our services.

Some digital services require the creation of a user account that may use some personally identifiable information. Such information is only used by SCSA3 to provide these government Services.

SCSA3 will make every reasonable effort to protect Personally Identifiable information. SCSA3 does not disclose gathered personal information to any third parties inside or outside SCSA3 except as required by law or to provide a service for which SCSA3 has contracted with a third Party.

Access to Personally Identifiable Information from Governmental Websites and the Governmental Records Access and Management Act

As a municipal government, SCSA3 is a public governmental body subject to Chapter 2, Title 63 of the Utah Code, the law entitled the Government Records Access and Management Act (GRAMA). Information about GRAMA can be found on the Utah State Legislature website at <https://le.utah.gov/xcode/Title63G/Chapter2/63G-2.html>. If an appropriate request is made to SCSA3 for information that is subject to disclosure under Chapter 2, and not made confidential elsewhere in the Utah Code, SCSA3 may be required to disclose the information requested, even if it may include your personally identifiable information. While Chapter 2 sets the general policies for access to government records in the state of Utah, other sections of the Utah Code as well as other federal laws also deal with confidentiality issues.

All records that are prepared, owned, received, or retained by a governmental entity that may be reproduced by certain means are considered public, unless they are classified as private, controlled, or protected, as outlined in GRAMA Code 63G-2, or are records to which access is restricted according to court rule, other State law, federal law, or federal regulation. Personally identifiable information is not a classification of records under GRAMA.

Data Security

SCSA3 is committed to data security and the data integrity of Personally Identifiable Information that is gathered and takes reasonable precautions to protect such information from loss, misuse, or alteration. SCSA3 maintains physical, technical, and administrative safeguards. SCSA3 restricts access to personal data to only those employees who need the information to provide necessary

Summit County Service Area #3 benefits or services. As with any transmission over the Internet, there is always some element of risk involved in sending personal information. Unless otherwise prohibited by state or federal law, rule or regulation, an individual is granted the ability to access and correct personally identifiable information whether the information inaccuracy was accidental or by created unauthorized access. Individuals should be aware, however, that even though protections are in place, SCSA3 cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

Information Storage

Retention of records follows the State's General Retention Schedule (<https://archives.utah.gov/rim/retention-schedules.html>). Retention timelines can vary depending on what kind of information you provide.

Sharing Information

SCSA3 may share information or statistics with third parties or the public in an anonymous form that does not directly identify individuals. No Personally Identifiable Information would be shared.

Additionally, if a user is having issues with an online Summit County Service Area #3 service, SCSA3 may share information with outside parties to the extent necessary to troubleshoot the issues or enhance the performance of the system.

If We Are Required by Law to Disclose Information

Under certain circumstances, SCSA3 may be required by law to disclose certain information to law enforcement authorities. Suspicious emails, electronic threats, and any information on illegal activity may be provided to the appropriate authorities.

Changes to this Privacy Notice and Security Policy

SCSA3 reserves the right to change or amend this Privacy Notice from time to time and reserves the right to do so without notice.

Identity of SCSA3's website operator and contact information:

Summit County Service Area #3 is the operator of SCSA3's website. Any questions or concerns related to privacy or correcting any Personally Identifiable Information may be directed to SCSA3 by telephone at (435) 500-6276, or electronically by emailing aclerk@summitcosa3ut.gov.