

RESOLUTION NO. 2025-11

**A RESOLUTION ADOPTING PRICE CITY PRIVACY POSTING AND POLICY DOCUMENTS**

**WHEREAS**, Price City is committed to the protection of personal information; and,

**WHEREAS**, Price City has taken steps to protect personal information it may obtain; and,

**WHEREAS**, the State of Utah Statute Section 63D-2-103 provides for compliance of privacy statement posting; and,

**WHEREAS**, the State of Utah Statute Section 63A-19-401(2)(a) provides for compliance of preparation and approval of a privacy policy along with State of Utah Statute Section 63A-19-102 that provides background regarding the State of Utah Data Policy; and,

**WHEREAS**, the Price City Information Privacy Committee has reviewed, evaluated and recommended approval of a privacy statement posting and privacy policy; and,

**WHEREAS**, the Price City Council has found it to be in the best interest of the residents and businesses, as well as those that conduct business with Price City, to adopt a privacy posting and privacy policy;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE PRICE CITY COUNCIL AS FOLLOWS:**

**Section 1. Authorization of Posting.** That the privacy statement identified in Exhibit 1, attached herewith and by this reference made a part hereof, is adopted.

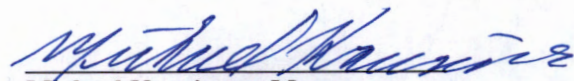
**Section 2. Authorization of Policy.** That the privacy policy identified in Exhibit 1, attached herewith and by this reference made a part hereof, is adopted.

**Section 3. Severability.** That any portion of this resolution that is determined to be invalid shall not impact the other portions and those portions shall remain in full force and effect.

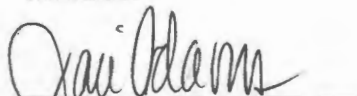
**Section 4. Repealer.** That any prior actions in conflict with this resolution are hereby repealed.

**Section 5. Effective Date.** That this resolution shall become effective upon its approval on the date written below.

**PASSED AND APPROVED BY THE PRICE CITY COUNCIL ON THE 9<sup>th</sup> DAY OF April, 2025.**

  
Michael Kourianos, Mayor

**ATTEST:**

  
Jaci Adams, City Recorder

**EXHIBIT 1**  
**PRIVACY POSTING**

# Privacy Policy Statement

## **In Short:**

Price City cares about your privacy, we use the minimal extent of information we need to provide you with the services you have requested, we safeguard your data and do not monetize it or improperly share it.

## **In Detail:**

This Privacy Policy Statement (the "Statement") is provided by Price Municipal Corporation (Price City) in compliance with Utah Code Section 63D-2-103. We are committed to protecting your privacy. This Statement explains how we handle your information when you visit this webpage. We want you to understand how your data may be collected, used, and secured.

## **What Information We Collect:**

Price City may collect personally identifiable information in the form of contact information. This may include information such as name, address, phone number, and email address.

## **Non-City Websites:**

Price City contracts with third parties for certain services such as web traffic monitoring, website hosting, website analytics, and financial transactions. Various third-party websites may be linked through Price City's website to provide services for the public. Price City is not responsible for privacy policies, personal information collected, or content hosted on third-party websites. Visitors to third-party websites are advised to check the privacy notices of those websites and be cautious about providing personal information without understanding how that information will be used.

## **Children's Personally Identifiable Information:**

Price City does not knowingly collect personal information from children under 13 years of age.

## **How We Use Your Information:**

Price City only collects personally identifiable information in order to provide requested services. You may decline to provide this information; however, we may not be able to provide you with the services dependent on the collection of that information.

## **Disclosure Practices:**

Price City does not share, monetize, or sell any information of any type.

## **Access and Connections:**

In the event you have a need to correct any information on file at Price City (example is a utility billing address) notify Price City in writing and identify the specific correction requested.

## **Keeping Your information Secure:**

Your data and safety are a priority. Price City makes every reasonable effort to protect it.

We do not store any information in such a manner that it can be accessed without authorization. Access is restricted to employees, and/or third-parties that are contracted for service delivery.

**Note on Records Classification:**

Personally identifiable information is not a classification of records under Utah Code Section 63G, Chapter 2, Governmental Records Access and Management Act. Access to records is governed by Utah Code 63G, Chapter 2, Government Records Access Management Act.

**Review of This Notice:**

We want you to feel comfortable using our services, knowing that your privacy is respected and protected. We welcome your feedback on this notice, which is reviewed annually. For more information, please contact Price City. This policy was adopted per resolution 2024-005 on March 13th, 2024 by the Price City Council.

**Other Considerations:**

1. This notice is in regard to Price Municipal Corporation (Price City), PO Box 893, Price, UT 84501.
2. The effective date of this policy is March 13, 2024.
3. Personally Identifiable information is defined as by the Department of Labor: Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Further, PII is defined as information: (i) that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or (ii) by which an agency intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification. (These data elements may include a combination of gender, race, birth date, geographic indicator, and other descriptors). Additionally, information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.
4. The purpose of this policy/notice is to ensure the safeguarding of information by Price City and communicate that policy in compliance with Utah Code Section 63D-2-103.
5. Any personally identifiable information in the possession of Price City is maintained in compliance with Utah Law records retention schedules and is further protected from access (manually or electronically).
6. In as much as personally identifiable information is not a records classification for purposes of GRAMA, Price City treats such information as protected records unless otherwise directed by the State Records Committee or a court of law.
7. For more information on privacy rights visit the Privacy Rights Clearinghouse at <https://privacyrights.org>
8. Complaints regarding personally identifiable information at Price City may be directed to Nick Taton, Administrative Director, at [hr@priceutah.net](mailto:hr@priceutah.net)

A copy of the official passed resolution is available upon request by sending an email to any of the above listed contacts.

**EXHIBIT 2**  
**PRIVACY POLICY**

# PRICE CITY PRIVACY POLICY

---

## 1. Purpose

This policy serves to document Price City's privacy program, which includes Price City's policies, practices, and procedures for the processing of personal data in accordance with [Utah Code § 63A-19-401\(2\)\(a\)](#), and which aligns with the records management and data governance requirements provided in both GRAMA and DARS. Where applicable, this policy may refer to a more specific or detailed policy, procedure, or guidance that addresses a particular practice that Price City has developed.

## 2. Guiding Principles

This policy consolidates privacy practices, outlines governance roles and responsibilities, and ensures compliance with generally applicable records management, data protection, and data privacy obligations. It is designed to safeguard individual privacy rights, promote transparency, maintain the integrity and security of personal data, and ensure accountability across the all Price City departments. This policy is meant to guide further alignment of Price City with the State Data Privacy Policy as detailed in [Utah Code § 63A-19-102](#).

## 3. Scope

This policy applies to all Price City employees directly involved in the management, creation, and maintenance of records or who have access to personal data as part of their job duties. This policy also applies to all contractors of Price City that may process or have access to personal data as a part of the contractor's duties under an agreement with Price City pursuant to [Utah Code § 63A-19-401\(4\)](#).

## 4. Definitions:

"Classification," "classify," and their derivative forms mean determining whether a record series, record, or information within a record is public, private, controlled, protected, or exempt from disclosure under [Subsection § 63G-2-201\(3\)\(b\)](#).<sup>1</sup>

"Cookie" means "Technology that records a user's information and activity when the user accesses websites. Cookies are used by website owners, third parties, and sometimes threat actors to gather user data."<sup>2</sup>

---

<sup>1</sup> [Utah Code § 63G-2-103\(3\)](#)

<sup>2</sup> Cybersecurity & Infrastructure Security Agency, Project Upskill Glossary. Last visited 1/14/2025 at: <https://www.cisa.gov/resources-tools/resources/project-upskill-glossary>

"Data breach" means— the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by a governmental entity, unless the governmental entity concludes, according to standards established by the Cyber Center, that there is a low probability that personal data has been compromised."<sup>3</sup>

"Designation," "designate," and their derivative forms mean indicating, based on a governmental entity's familiarity with a record series or based on a governmental entity's review of a reasonable sample of a record series, the primary classification that a majority of records in a record series would be given if classified and the classification that other records typically present in the record series would be given if classified.<sup>4</sup>

"Device fingerprinting" means collecting attributes of a user's device configurations to create a trackable profile for the device.

"Individual" means a human being.<sup>5</sup>

"Key logger" means "a program designed to record which keys are pressed on a computer keyboard..."<sup>6</sup>

"Personal data" means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.<sup>7</sup>

"Processing activity" means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use, disclosure by transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.<sup>8</sup>

"Record" means the same as that term is defined at [Utah Code § 63G-2-103\(25\)](#).<sup>9</sup>

"Record series" means a group of records that may be treated as a unit for purposes of designation, description, management, or disposition.<sup>10</sup>

---

<sup>3</sup> [Utah Code § 63A-19-101\(4\)](#)

<sup>4</sup> [Utah Code § 63G-2-103\(7\)](#)

<sup>5</sup> [Utah Code § 63G-2-103\(13\)](#)

<sup>6</sup> National Institute of Standards and Technology, Computer Security Resource Center, Glossary. Last visited 1/14/2025, at:

[https://csrc.nist.gov/glossary/term/key\\_logger#:~:text=Definitions%3A,NIST%20SP%20800%2D82r3](https://csrc.nist.gov/glossary/term/key_logger#:~:text=Definitions%3A,NIST%20SP%20800%2D82r3)

<sup>7</sup> [Utah Code § 63A-19-101\(13\)](#)

<sup>8</sup> [Utah Code § 63A-19-101\(14\)](#)

<sup>9</sup> Only the citation to the definition of "record" is provided here due to the length of the definition.

<sup>10</sup> [Utah Code § 63G-2-103\(26\)](#)

"Records officer" means the individual appointed by the chief administrative officer of each governmental entity, or the political subdivision to work with state archives in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.<sup>11</sup>

"Schedule," "scheduling," and their derivative forms mean the process of specifying the length of time each record series should be retained by a governmental entity for administrative, legal, fiscal, or historical purposes and when each record series should be transferred to the state archives or destroyed.<sup>12</sup>

## **5. Governance**

### **5.1. Chief Administrative Officers (CAOs)**

- A. The Mayor shall serve as a chief administrative officer (CAO) of Price City in fulfilling the duties outlined in [Utah Code § 63A-12-103](#). CAO's may be employees of Price City or elected officials of Price City or both.
- B. The Mayor may assign responsibility for the duties outlined in [Utah Code § 63A-12-103](#) to one, or among several, CAOs as the Mayor sees fit.
- C. The designation of the CAO(s) shall be reported to the Utah Division of Archives and Records Services (Archives) within 30 days of the designation.
- D. If responsibility for the duties outlined in [Utah Code § 63A-12-103](#) are divided between more than one CAO, such specification should be reported to Archives along with the designation.
- E. The designation of, and responsibilities assigned to, a CAO shall be reviewed and if necessary confirmed by Price City on an annual basis.

### **5.2. Appointed Records Officers (AROs)**

- A. Designated CAO(s) may appoint one or more individuals to serve as records officers in fulfilling the duties of working with Archives and the Office of Data Privacy in the care, maintenance, scheduling, disposal, classification, designation, access, privacy, and preservation of records.<sup>13</sup> Identified records officers include: IT Manager; City Recorder; City Treasurer; Police Secretary.

---

<sup>11</sup> [Utah Code § 63G-2-103\(27\)](#)

<sup>12</sup> [Utah Code § 63G-2-103\(28\)](#)

<sup>13</sup> [Utah Code § 63A-12-103\(2\)](#)



- B. A designated CAO may assign responsibility for the duties of appointed records officers to one, or among several, officers as the CAO deems appropriate.
- C. The appointment of records officers shall be reported to Archives within 30 days of the appointment.
- D. If responsibility for the duties of appointed records officers is divided between more than one officer, such specification should be reported to Archives along with the appointment.
- E. The appointment of, and responsibilities assigned to, a records officer shall be reviewed and confirmed by Price City on an annual basis.

## **6. Records Series**

### **6.1. Records and Records Series**

- A. Price City shall create and maintain records and records series in accordance with the requirements provided in DARS and GRAMA in addition to correlated guidance issued by Archives.
- B. Price City shall appropriately designate and classify records and records series in accordance with the requirements provided in DARS and GRAMA.
- C. CAO(s) shall be responsible for submitting a proposed retention schedule for each type of material defined as a record under GRAMA to the state archivist for review and final approval by the Records Management Committee (RMC).
- D. Upon approval by the RMC, Price City shall maintain and dispose of records in strict accordance with the approved retention schedule. Price City shall utilize the general retention schedule maintained by the state archivist to govern the retention and disposition of those records.

### **6.2. Record Series Privacy Annotation**

- A. Price City shall perform a privacy annotation for each record series that contains personal data pursuant to [Utah Code § 63A-12-115](#).
- B. Privacy annotations shall include:
  - a. the legal authority under which personal data is processed;
  - b. the purposes and uses for the personal data; and
  - c. the types of personal data that may be processed within the record series.

- C. Privacy annotations shall be conducted and reported in accordance with additional requirements provided by Archives via administrative rule.

## **7. Awareness & Training**

### **7.1. Departmental Data Privacy Training**

- A. The CAO of Price City shall ensure that all employees that have access to personal data as part of the employee's work duties complete a data privacy training program within 30 days after beginning employment and at least once in each calendar year.
- B. The CAO of Price City is responsible for monitoring completion of data privacy training by the respective employees.

### **7.2. Agency-Specific Training**

- A. In addition to the general privacy awareness training, agencies may create and require employees to complete agency-specific privacy training tailored to the unique privacy needs, practices, and requirements of the agency.

### **7.3. Appointed Records Officer Training and Certification**

- A. The CAO of Price City shall ensure that, on an annual basis, all appointed records officers successfully complete online training on the provisions of GRAMA and obtain certification from Archives in accordance with [Utah Code § 63A-12-110](#).
- B. The CAO of Price City department shall, on an annual basis, review and confirm the certification status of all appointed records officers.
- C. GRAMA Access AROs: AROs who handle GRAMA transparency responsibilities are required to complete the GRAMA transparency training and obtain certification from Archives in accordance with [Utah Code § 63A-12-110](#).
- D. Records Management and Privacy AROs: AROs specializing in records management or privacy are required to complete both records management and GRAMA transparency training, as well as obtain the corresponding certifications.

## **8. Identify**

### **8.1. Inventorying**

- A. The CAO of Price City shall maintain a comprehensive inventory of:

- a. All IT systems that may process state or federal data which the state owns or is responsible for, using the standard process that DTS provides.<sup>14</sup>
- b. All records and record series that contain personal data and the types of personal data included in the records and record series.<sup>15</sup>
- c. All processing activities, the inventory of which shall include:
  - i. Non-compliant processing activities—pursuant to the GDPR—that were implemented prior to May 1, 2024, and a prepared strategy for bringing the non-compliant processing activity into compliance by no later than January 1, 2027;<sup>16</sup> and
  - ii. All processing activities implemented after May 1, 2024, with documentation confirming compliance status.

## **8.2. Information Technology Privacy Impact Assessment**

- A. The CAO of Price City shall ensure that the division completes a Privacy Impact Assessment (PIA) for all IT systems that may process personal data prior to the initiation of data processing in the IT system as required under [DTS Information Security Policy 5000-0002](#).
- B. The responsible CAO shall use the (Privacy Impact Assessment ) PIA template, located at <https://privacy.utah.gov/privacy-impact-assessment/>, that is created and maintained by the Chief Privacy Officer and which is approved by the Chief Information Officer pursuant to [DTS Information Security Policy 5000-0002](#).
- C. CAOs must maintain a copy of each completed assessment for a period of four years to provide audit documentation and ensure accountability in privacy practices.

## **9. Transparency**

### **9.1. Website Privacy Policy**

- A. The CAO of Price City shall create and maintain privacy policies on the Price City websites as outlined in [Utah Code § 63D-2-103](#) and [Utah Admin. Code R895-8](#). Privacy policies may be Price City-wide or individualized per department.

---

<sup>14</sup> DTS [Information Security Policy 5000-0002](#), section 2.4.2.1

<sup>15</sup> Utah Code §§ [63A-12-104](#) and [63A-12-115](#)

<sup>16</sup> [Utah Code § 63A-19-401](#)

- B. The CAO of Price City shall ensure that personal data related to a user of Price City's website is not collected unless the Price City website complies with [Utah Code § 63D-2-103\(2\)](#).
- C. The Mayor shall ensure that the website of Price City contains a privacy policy statement that discloses:
- a. The identity of the governmental website operator;
  - b. How the governmental website operator may be contacted;
  - c. The personal data collected by the governmental entity;
  - d. The practices related to disclosure of personal data collected by the governmental entity and/or the governmental website operator; and
  - e. The procedures, if any, by which a user of a governmental entity may request:
    - i. Access to the user's personal data; and
    - ii. Access to correct the user's personal data.
  - f. A general description of the security measures in place to protect a user's personal data from unintended disclosure.

## 9.2. Privacy Notice

- A. Employees shall only collect personal data from individuals if, on the day the personal data is collected, Price City has provided a privacy notice to an individual asked to furnish personal data that complies with Utah Code §§ [63G-2-601\(2\)](#), [63A-19-402](#), [63D-2-103\(2\)-\(3\)](#), or other governing law, as applicable.
- B. Such a personal data request privacy notice shall generally include<sup>17</sup>:
- a. the record series that the personal data will be included in;
  - b. the reasons the person is asked to furnish the information;
  - c. the intended purposes and uses of the information;
  - d. the consequences for refusing to provide the information; and
  - e. the classes of persons and entities that currently:
    - i. share the information; or
    - ii. receive the information from Price City on a regular or contractual basis.

## 10. Individual Requests

---

<sup>17</sup> Utah Code §§ [63G-2-601\(2\)](#) and [63A-19-402](#).

- A. The Mayor shall ensure that Price City has established appropriate processes and procedures that facilitate compliance with applicable governing law for handling the following privacy requests of individuals:
  - a. Individual's requests to access their personal data;
  - b. Individual's requests to amend or correct their personal data;
  - c. Individual's requests for an explanation of the purposes and uses of their personal data; and
  - d. At-risk governmental employee requests to restrict access to their personal data.
- B. The Mayor shall ensure that Price City has established processes for public access requests to inspect or copy Price City's records, which are not requests from an individual to access their personal data.<sup>18</sup>
- C. The CAO of Price City shall ensure that employees of the respective department follow established business practices with respect to GRAMA.<sup>19</sup>

## **11. Processing**

### **11.1. Minimum Data Necessary**

- A. The Mayor shall ensure that all programs within Price City obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified purpose.<sup>20</sup>
- B. The CAO of Price City shall ensure that all programs city-wide regularly review their data collection practices to ensure compliance with the data minimization requirement.

### **11.2. Record and Data Sharing or Selling Policy**

- A. Price City will only share or disclose personal data when there is appropriate legal authority. The sale of personal data is prohibited unless required by law.
- B. Data sharing must comply with GRAMA or other governing law and may include sharing with governmental entities, contractors, private providers, or researchers. Compliance with GRAMA or other governing law is contingent upon the purpose of the sharing, the parties involved, and the nature of the records.

---

<sup>18</sup> This is likely detailed in a specific Department policy.

<sup>19</sup> Dept. of Government Operations Internal Policy 01. Code of Conduct. Section 3.2 Managing Records and Information.

<sup>20</sup> [Utah Code § 63A-19-401\(2\)\(c\)](#).

- C. The CAO is required to report annually to the Chief Privacy Officer on personal data sharing and selling activities, including types of data shared, the legal basis for sharing, and the entities receiving this data.
- D. All contracts involving personal data must incorporate appropriate privacy protection terms. Written agreements for data sharing are recommended to ensure compliance with applicable laws and regulations.

### **11.3. Retention and Disposition of Records Containing Personal Data**

- A. Employees shall maintain, archive, and dispose of records—which includes all personal data—in accordance with an approved retention schedule.<sup>21</sup>
- B. Employees shall comply with all other applicable laws or regulations related to retention or disposition of specific personal data held by Price City or by a particular operating unit or program of Price City.

## **12. Information Security**

### **12.1. Incident Response**

- A. Price City adopts and follows the **DTS Cybersecurity Incident Response Plan** to manage and address all security incidents, including data breaches, and privacy violations.
- B. Employees shall report all suspected security incidents, including non-IT incidents such as unauthorized access to physical records, to the **Enterprise Information Security Office (EISO)**. Any additional agency-specific response measures for non-IT incidents are the responsibility of the CAO of Price City to develop and implement as appropriate.
- C. The Mayor shall ensure compliance with all other applicable laws or regulations related to incident response and breach notification of specific personal data held by the Price City.

### **12.2. Breach Notification**

- A. Price City is required to provide notice to an individual or the legal guardian of an individual, if the individual's personal data is affected by a data breach in accordance with [Utah Code § 63A-19-406](#).<sup>22</sup>
- B. Price City is required to notify the Cyber Center and the state attorney general's office of a data breach affecting 500 or more individuals in accordance with [Utah Code § 63A-19-](#)

---

<sup>21</sup> Utah Code §§ [63G-2-604\(1\)\(b\)](#) and [63A-19-404](#).

<sup>22</sup> [Utah Code § 63A-19-401\(2\)\(b\)](#).

405. Price City departments that experience a data breach affecting fewer than 500 individuals must create and report an internal incident report in accordance with [Utah Code § 63A-19-405\(5\)](#).

- C. The CAO of Price City is subject to other breach notification requirements, such as those required for compliance with federal regulations, laws or other governing requirements (e.g., HIPAA or 42 CFR Part 2) are currently required to create and maintain their own breach notification policies and procedures that meet the requirements of the applicable governing laws and regulations.

## **13. Surveillance**

### **13.1. Covert Surveillance**

- A. Employees may not establish, maintain, or use undisclosed or covert surveillance of individuals unless permitted by law.<sup>23</sup>
- B. Employees are responsible for engaging with appropriate leadership for review—to include legal counsel where pertinent—of any activity that may be considered a type of surveillance.
- C. The Maor shall ensure that surveillance activities are documented and that a PIA for the activity has been completed.

### **13.2. Cookies, Fingerprinting, Key Loggers, and Tracking Technologies**

Price City is committed to transparency and privacy protection for individuals that visit the website of Price City with regard to the use of any tracking technologies, including but not limited to cookies, device fingerprinting, key loggers, and other similar methods for monitoring or collecting information from website users. Price City does not and does not plan to utilize any tracking technologies including cookies, device fingerprinting, key loggers, or other tracking technologies.

---

<sup>23</sup> [Utah Code § 63A-19-401\(2\)\(f\)](#).