

Data Privacy Policy

Tooele City Corporation, State of Utah

Effective Date: September 24, 2026

Last Updated: September 24, 2026

1. Purpose and Scope

Tooele City Corporation (the “City”) is committed to protecting the privacy of individuals who interact with City services, departments, websites, applications, and programs. This Data Privacy Policy describes how the City collects, uses, maintains, shares, and protects personal data in compliance with **Utah law**, including the **Government Data Privacy Act (GDPA)**, the **Government Records Access and Management Act (GRAMA)**, and applicable federal regulations.

This policy applies to personal data collected by the City from residents, businesses, visitors, employees, officials, contractors, vendors, and other individuals who interact with City operations.

2. Information the City Collects

The City may collect personal data necessary to perform official City functions, including but not limited to:

a. Personal Identifying Information (any data that can be used to distinguish, trace, or identify an individual’s identity—either on its own or when combined with other data):

- Full name (including legal name, past or present, and aka)
- Home and/or Mailing address
- Email address
- Telephone number
- Date of birth/Age
- Gender/Sex
- Race/National Origin
- Biometric Data

b. Government-Issued or Sensitive Information (Government-issued refers to documents or identification numbers officially provided by a federal, state, or local agency to verify identity, authorization, or legal status. Sensitive information is confidential data that may require protection from unauthorized access, disclosure, or modification):

- Driver license or other identification document
- Property ownership and parcel information
- Utility billing and account numbers
- Financial information
- Business license and regulatory information
- Employment and payroll-related information
- Social Security Numbers
- Health and medical related information
- Geolocation

c. Online and Technical Information (Online information refers to data, knowledge, or media that is gathered via a client's internet connection City services):

- Internet Protocol (IP) address
- Browser type and device information
- Website interaction data (pages visited, data and time of access)

d. City Records (City records are administrative, operational, and legal documents created, received, or maintained by a city government during the transaction of public business):

- Applications, permits, and licenses
- Public meeting records and correspondence
- Code enforcement, planning, and zoning records
- Police, fire, and administrative records, as permitted by law
- Personnel/Payroll records

3. How the City Uses Information

The City uses collected information solely for legitimate governmental purposes, including but not limited to:

- Providing and administering City services and utilities
 - Processing permits, licenses, applications, and payments
 - Responding to resident inquiries and service requests
 - Maintaining official City records
 - Fulfilling legal, regulatory, and reporting requirements
 - Improving City programs, services, and digital platforms
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4. Legal Authority for Collection

The City collects and processes personal data only when given voluntarily, or when authorized or required by:

- Utah State law, including Utah Code Title 63G Chapter 2 (GRAMA)
 - Federal law
 - City ordinances, resolutions, or administrative rules
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5. Public Records and GRAMA

Records maintained by the City are subject to the Government Records Access and Management Act (GRAMA). Under GRAMA, records are classified as:

- Public
- Private
- Controlled
- Protected

Public records may be disclosed upon request. Records classified as private, controlled, or protected will be disclosed only as permitted by law. GRAMA requests must be submitted in accordance with Utah State law and City procedures.

6. Data Sharing and Disclosure

The City does **not** sell personal data. Information may be shared or disclosed:

- As required or permitted by law
 - With other governmental entities for official purposes
 - With third-party service providers performing services on behalf of the City under contractual confidentiality requirements
 - In response to lawful GRAMA requests, subpoenas, court orders, or other legal processes
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7. Data Security

The City employs reasonable administrative, technical, and physical safeguards designed to protect personal data from unauthorized access, use, alteration, or disclosure. These safeguards include restricted access to systems, staff training, and secure information systems. While the City strives to protect personal data, no method of transmission or storage is completely secure.

8. Data Retention and Disposal

City records are retained and disposed of in accordance with:

- Utah State Archives – approved records retention schedules adopted by the City
- Applicable state and federal laws

Personal data is retained only for the duration necessary to meet operational, legal, or regulatory requirements.

9. Third-Party Contractors

Third party contractors that process or have access to personal data are subject to the same requirements as the City under the Utah Governmental Data Privacy Act. These contracts shall contain language that outline this obligation and specific duties of the third-party contractor.

10. Third-Party Websites

We are not responsible for the safety of any information that you share with third-party providers who advertise, but are not affiliated with, our Website.

Our Website may contain advertisements from third parties that are not affiliated with us and which may link to other websites, online services, or mobile applications. We cannot guarantee the safety and privacy of data you provide to any third parties. Any data collected by third parties is not covered by this privacy notice. We are not responsible for the content or privacy and security practices and policies of any third parties, including other websites, services or applications that may be linked to or from the Website. You should review the policies of such third parties and contact them directly to respond to your questions.

11. Individual Rights

Subject to applicable law, individuals may have the right to:

- Request an explanation as to why the City collects private or controlled personal data (Privacy Notice)
- Request correction of inaccurate or incomplete information
- Request to be classified as an at-risk employee
- Submit a GRAMA request for City records

Requests are reviewed and processed in accordance with GRAMA and City policy found on the Tooele City website www.tooelecity.gov.

12. Website Cookies and Analytics

City websites may use cookies or similar technologies to improve functionality and collect aggregate usage data. These technologies do not collect personal information unless voluntarily provided by the user.

13. Email and SMS Campaigns

The City will not share your opt-in to an Email or SMS campaign with any third party for purposes unrelated to providing you with the services of that campaign. We may share your Personal Data, including your Email/SMS option or consent status, with third parties that help us provide our messaging services, including but not limited to platform providers, phone companies, and any other vendors who assist us in the delivery of messages.

14. Children's Privacy

Except as otherwise permitted by law, Tooele City does not knowingly collect, use, or disclose the personally identifiable information of a child under 13.

15. Policy Updates

The City may update this Data Privacy Policy periodically to reflect changes in law, technology, or City practices. Any updates will be posted on the City's website with a revised effective date.

16. Contact Information

Questions regarding this Data Privacy Policy or the City's data practices may be directed to:

Tooele City Recorder

Tooele City Corporation

Address: 90 North Main Street, Tooele, UT 84074

Phone: 435-843-2111

Email: recorder@tooelecity.gov
