

Privacy Notice

This Privacy Notice is meant to help you understand what personal data is collected, why the personal data is collected, and how you can manage your personal data. The City is committed to protecting the private and personal information of those interacting with the City online or in person.

Definition of Private or Personally Identifiable Information

For purposes of this Notice, private information or “personally identifiable information” means any information collected that could serve to identify an individual, including but not limited to:

- First name and last name
- Physical address
- E-mail address
- Telephone number
- Social Security number
- Credit card information
- Bank account information

Any combination of personal information that could be used to determine identity.

Information We Gather from You

We do not collect any personal information from a visitor to our website unless that visitor explicitly and intentionally provides it and only as required to provide City services or to reply to questions, problems, or concerns submitted on the website forms. You can decline to provide us with any personal information on the website or in person at any time. However, if you choose to withhold requested information, we may not be able to provide you with the online services or government-provided services dependent upon the collection of that information.

There are several ways in which you affirmatively provide us with, and consent to our collection of certain personal information:

Submit online forms - Some of our online City services allow users to submit problems or concerns to us. This could be by emailing us, filling out an online form to provide comments and concerns, or reporting a problem. This data may include personally identifiable information such as your name and email address. We will use the information you send us to respond. We may also direct your message to another government agency that can help in addressing your request.

User Accounts - Some digital City services involve the creation of user accounts. Creating an account may involve the submission of personally identifiable information. This could include a username, password, email address, mailing address, telephone number, banking or credit card information, full name, employment, and other history, etc. We do not share this information for commercial and marketing purposes. We will only use this information to provide you with government services.

The City will make reasonable efforts to protect your personal information whether collected online or in person. It restricts access to your personal identifiable information to those employees that will respond to your request or inquiry. The City does not intentionally disclose any personal information about our users to any third parties inside or outside the City except as required by law.

Information We Automatically Collect and Receive

Like most other websites, the City's website collects certain information automatically that may include internet domain and internet protocol (IP) addresses of the device or network you are using to access our site, the region or general location where your computer or device is accessing the internet, browser type and operating system used to visit our site, the date and time of when you access our site, other usage information about the use of the City's website, and information on the history of the pages you view. This information does not identify you personally. We do not collect this information to provide targeted advertising. Google Analytics is used to collect this data on behalf of the City for statistical analysis about the use of our website so we may better design online services and improve access to them. This data is not shared with other third-party services outside the City. Google Analytics does not collect nor accept personally identifiable information. For

further information about Google Analytics privacy policy go here, [Google Analytics Data Privacy and Security](#).

Use of Cookies

Google Analytics uses [first-party cookies](#) to distinguish unique users as well as unique sessions from a single user. The main advantage of a first-party cookie is that it increases a website's user-friendliness and are generally considered safe and reliable. The use of cookies is standard practice among Internet websites. Most Internet web browsers may be customized to reject cookies, to only accept or reject cookies by user intervention, or to delete cookies. Rejecting and/or removing cookies, however, may lead to loss of functionality on selected pages requiring cookies to function fully.

Governmental Records Access and Management Act (GRAMA)

As a municipal government, Clinton City 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 the City for information that is subject to disclosure under GRAMA, and not made confidential elsewhere in the Utah Code, the City may be required to disclose the information requested, even if it may include your personally identifiable information. While GRAMA 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 private, controlled, or protected, as outlined in GRAMA, or are records to which access is restricted according to court rule, other State law, federal law, or federal regulation. Information that is generally considered public record under GRAMA and not made confidential elsewhere in the Utah Code or by federal law, may be subject to electronic access through the City's website. Personally identifiable information is not a classification of records under GRAMA.

Use of E-mail Addresses

E-mail addresses obtained as a result of a request submitted to the City's website will not be sold or provided to private companies by the City. The information collected is subject to the access and provisions of GRAMA, other applicable sections of the Utah Code or federal law. E-mail or other information requests sent to the City website may be maintained in order to respond to the request, forward that request to the appropriate department or to communicate updates to the City webpage that may be of interest to citizens. Individuals who provide contact information to the City for notification purposes have the ability "opt out" of any future notifications or communications.

Third-Party Services

The City and elected offices may contract with third parties for certain services such as web traffic monitoring, and credit card or other financial transactions. Some user accounts created on contracted third-party systems may be linked with other third-party websites. You may also be required to engage in an authorization process with each of those websites. We do not receive or store your password from those websites.

Whenever you use a third-party service, you are also agreeing to that service's Privacy Policy. The City uses social media accounts to share information and YouTube to record and display City Council and other meetings. Use and correspondence with third-party social media sites and YouTube is all publicly available information. Check with these third-party services for their privacy policies.

Data Security

Clinton City is committed to data security and the data integrity of personally identifiable information however and wherever collected and takes reasonable precautions to protect personally identifiable information from loss, misuse, or alteration. We maintain physical, technical, and administrative safeguards. We update and test our security technology on an ongoing basis. We restrict access to your personal data to those employees who need to know that information to provide benefits or services to you. City websites and applications use encryption technology to encrypt all information and to

protect confidentiality. However, as with any transmission over the Internet, there is always some element of risk involved in sending personal information.

Viewing or Correcting Personally Identifiable 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, created by unauthorized access, or a change in circumstances. Visitors should be aware, however, that even though protections are in place, the City cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems. To review or correct personally identifiable information contact the city department or division that originally received the personally identifiable information.

Non-City Websites

Various websites may be linked through the City's website. Many of these sites, including private sector sites, are not subject to GRAMA and may also not be subject to other sections of the Utah Code or federal law. Visitors to those sites are advised to check the privacy policies of these sites and be cautious about providing personally identifiable information without a clear understanding of how the information will be used.

Clinton City or its agents are not responsible for the privacy practices, privacy policies or content regarding these other sites.

How We Use Your Information

We use the information you provide to:

- Respond to your inquiries
- Communication regarding services
- Send SMS updates or reminders (if applicable and with your consent)

Sharing Information

We may share information or statistics with third parties or the public in an anonymous form that does not directly identify you. No personally identifiable information will be released. Additionally, if a user is having issues with an online City service, we may share information with outside parties to the extent necessary to troubleshoot the issues or enhance the performance of the system.

We do not sell or share your information with third parties for marketing or promotional purposes. No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.

We may use a third-party provider to facilitate SMS communication. This provider only receives the information necessary to deliver messages and is not permitted to use it for other purposes.

If We Are Required by Law to Disclose Information

Under certain circumstances we may be required by law to disclose certain information to law enforcement authorities. Suspicious email, electronic threats, unauthorized access, or any information on illegal activity may be provided to the appropriate authority.

Children's Information

Our online City services are intended for use by adults. We do not knowingly collect personal information from children under 13 years of age.

Changes to this Privacy Notice

Clinton City may change this Privacy Notice from time to time and reserves the right to do so without notice.

Contact Information

Questions regarding this Privacy Notice should be directed to
_____. Please specify in the subject line of your e-mail
"Privacy".

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