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Governmental Website Privacy Notice Checklist

(also referred to as a Privacy Policy Statement)

Government entity websites that collect personally identifiable information (PII) may use this checklist to evaluate their privacy notice required by *Utah Code 63D-2-103*.

Required		
	Yes	No
1. Identity and contact information of the website operator		
2. PII Collected		
3. Summary of how the PII is used by government entity or website operator		
4. Practices related to disclosure of PII by government entity or website operator		
5. Procedures (if any) of how a user may request access and/or correct the user's PII		
6. Security measures to protect from unintended disclosure		

Additional Considerations		
7. Name of organization (don't overlook the obvious)		
8. Effective date or last update		
9. Definition of PII		
10. Purpose of Notice		
11. Lawful basis for PII collection		
12. With whom and how PII is shared or NOT shared		
13. How long PII is stored		
14. Under what circumstances PII cannot be removed (GRAMA)		
15. Resources for learning more about privacy rights (links)		
16. Where a user can file a complaint regarding their privacy		
17. Specific description of technology/ tools used for tracking the user		
18. Listed if any decisions are/can be made based on the data collected on the website and how they are made. (automatic vs not).		
User Experience		
19. Transparent (Accurate and easy to find)		
20. Accessibly written (Easy to understand; avoids legal jargon)		
21. "Layered approach" (include information as appropriate and add a hyperlink for reader to access more details)		

Structure to Consider:

1. Introduction
2. Terminology/definitions
3. Governing authority
4. Administrative authority
5. Purpose of document
6. Scope of document
7. Objectives and principles
8. Requirements and rights
9. Revisions
10. Extensions/referring links

Recommended Collaboration Partners:

- Cybersecurity
- Information technology
- Legal
- Human Resources
- Communications
- Public Relations
- Records Officer
- Administration
- Public Utilities
- Third-party vendors

Contact:

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