

**Note: This toolkit consists of educational materials only and should not be construed as legal advice. Each document needs to be customized to fit the needs of specific entities. Other legal obligations may exist. Please contact the State Privacy Officer at [privacy@utah.gov](mailto:privacy@utah.gov) for further assistance.**

**This is the January 2025 version, and additional changes may come as a result of legislative session.**

## PRIVACY TOOLKIT

1. **Privacy Notice:** The Utah [Government Data Privacy Act](#) (GDPA) [requires](#) a “personal data request notice” to be provided to individuals at the data collection point. This template may help you fulfill this requirement. You could also use it for multiple data collections, as long as the document remains simple, specific, and reasonably short.
2. **Breach Notification:** This template is a starting point for informing affected individuals about a data breach [as required](#) by the GDPA. It is recommended that you consult with legal counsel and/or a forensic expert before finalizing this document.
3. **Privacy Policy Statement:** This template is tied to the [Governmental Internet Information Privacy Act \(GIIPA\)](#). It requires entities to post a privacy policy statement explaining what data collection is and why on their website. You can find a video on how to implement it [here](#).
4. **Privacy Policy:** This template is the cornerstone of the GDPA Privacy Program [requirement](#).
5. **Breach Response:** Find Incident Response documents directly from [the Cyber Center](#).
6. **Training Materials:** This kit includes a [short training video](#) for new hires. You can use it temporarily before obtaining additional materials from the Data Privacy Office or your own departments/vendors. New hire training is a [requirement](#) of the GDPA.
7. **Personally-Identifiable Information (PII) / Personal Data Inventory:** Data mapping is needed to prepare an [annual report](#) for the State Privacy Officer, as required by the GDPA.
8. **BYOD/Mobile Policy:** If your entity allows the use of personal mobile devices for work, this tool helps implement rules around their use.
9. **Generative AI Policy:** This policy places safeguards around the use of Generative AI.
10. **Information Lifecycle Policy:** This policy sets expectations and rules around the use of information throughout its lifecycle. It is especially useful for larger organizations with complex informational environments.
11. **Privacy Program Outline:** This basic outline shows what a Privacy Program could look like. It is important to customize it to fit your entity's size and needs. GDPA [requires](#) a codified Privacy Program.

12. **Privacy Impact Assessment (PIA):** The GDPR outlines [high-risk processing activities](#). When you carry out these activities, it is best practice to use a Privacy Impact Assessment before implementing the project to ensure adequate safeguards are in place for identified privacy risks. Contact the State Privacy Officer to receive training on how to implement this tool.
13. **Vendor Contract Clauses:** Per GDPR, entities must obligate vendors who access to personal data to meet the same or higher standards.
14. **Consent with Data Processing:** This template can help you obtain consent for legally required or optional process of data collection.
15. **Annual Report to State Privacy Officer on Data Sharing Template:** This template outlines how the report could be structured and what could be included in the annual report on data sharing