

This document is for educational purposes only and needs to be customized. Reach out to the State Privacy Officer at privacy@utah.gov before implementation.

Personal Data Collection Notice Template

(This document is related to the [Personal Data Request Notice requirement under the GDPR](#))

We, [name of organization], are committed to protecting your privacy and handling your data transparently. Below is a summary of the personal information we collect, how we use it, and your rights regarding data:

What data do we collect?

[Describe the data you collect]

Example:

Contact Information: your name and email address.

Usage Data: information on how you interact with our services.

Device Information: your IP address and browser type.

Why do we collect this data?

[Describe the purpose of the collection, be specific, and include the record series in which the personal data is or will be included, if applicable.]

Example:

To provide and improve our services.

To communicate with you about updates, events, or offers.

For security purposes and to comply with legal obligations.

Who do we share your data with?

[Describe the classes of entities you share the data with and who may receive data collected under this notice]

Example: 3rd parties that we contracted with to provide the services you request, such as facilitating payments online.

How do we protect your data?

[Describe in general terms how you protect the data. Do not name specific tools or third parties you use]

Example:

We implement adequate security measures including encryption, to ensure the confidentiality and integrity of your data.

Retention Information:

Example: We retain your data only as long as necessary to fulfill the purposes outlined above and in accordance with [name of retention policy].

Your rights:

You can contact us here to carry out your rights:

Example:

Access: You can request to see the data we hold about you.

Correction: You can request that we correct any inaccuracies in your data.

Deletion: You can ask us to delete your data under certain conditions.

Refusal: [describe consequences of refusal to provide the data]

For more detailed information, please visit our [Privacy Policy/ Privacy Policy Statement/ Privacy Program page] (URL). For additional questions contact us here [Email, phone number/ Privacy Officer]