



## PRIVACY POLICY

### PURPOSE

Kamas City (“City”) cares about your privacy. We strive to use the minimal extent of information needed to provide you with the services you requested. We also strive to safeguard your data and not monetize it or improperly share it. The purpose of this Policy is to inform those accessing Kamas City website(s) about the collection and use of the personally identifiable information of its users.

### SCOPE

This Privacy Policy applies to all Kamas City websites, like [kamascityut.gov](http://kamascityut.gov).

### WHO WE ARE AND HOW TO REACH US

Kamas City administrative staff operates this governmental website under Utah Code Section 63D-2-103(2)(a) with the assistance of our contracted third-party vendors. If you have any questions or concerns, please reach out to us:

Phone: 435-783-4630

Email: [kpeacock@kamascityut.gov](mailto:kpeacock@kamascityut.gov)

### WHAT PERSONALLY IDENTIFIABLE INFORMATION IS

For the purposes of this Policy “personally identifiable information” means any information collected online that could serve to identify an individual, such as:

- First and last name
- Physical address
- Mailing address
- Email address
- Telephone number(s)
- Credit card information
- Account number
- Bank account information
- Government Issued Identification
- Any combination of personal information that could be used to determine identity.

## **WHAT PERSONALLY IDENTIFIABLE INFORMATION WE COLLECT**

Visitors to this Kamas City website do not have to routinely provide personal information to visit the website or to download information. Government agencies may request personally identifiable information from you to provide requested specialized services, but such information is handled as though it had been obtained during an in-person visit to a government office.

We do not collect any personal information from a visitor to our site unless that visitor explicitly and intentionally provides it. If you are simply browsing our site, we do not gather any personal information about you.

The City collects personally identifiable information that is required to provide services. You can decline to provide us with any personal information on the website 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:

**User Submissions** - Some of our online City services allow users to submit suggestions, comments, or requests to us. This could be by emailing us, filling out an online form to provide comments and suggestions, or reporting a problem. This data may include personally identifiable information such as 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, full name, employment, and other history, etc. We will only use this information to provide you with government services.

The City will make every reasonable effort to protect your personally identifiable information. It restricts access to your personal identifiable information to those employees that will respond to your request or inquiry, or otherwise need access for legitimate City purposes. 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 or to provide a service for which the City has contracted with a third party.

## **WHAT OTHER INFORMATION WE COLLECT**

Like most other websites, the City's website collects certain non-personally identifiable information automatically and stores it in log files. The information 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. The data collected serve as part of our statistical analysis about the use of our website so we may better design online services and improve access to them. We analyze traffic to our services in various ways, including using third-party services.

**Use of Cookies** - We may use persistent and temporary cookies. The use of cookies is a standard practice among Internet websites. Most web browsers (like Chrome) may be customized to reject cookies, to only accept or reject cookies by user intervention, or to delete cookies. Rejecting or removing cookies, however, may lead to loss of functionality on selected pages requiring cookies to function fully.

## **HOW WE USE YOUR INFORMATION**

In order to perform specialized services, the City may require personally identifiable information from you in order to perform those requested services.

Data collected from visiting our website(s) serves as part of our statistical analysis about the use of our website(s) so we may better design online services and improve access to them.

Except where specified, you do not have to provide personally identifiable information to visit or download information from Kamas City's website(s). We do not use or place spyware on your computer.

## **ACCESS AND CORRECTIONS**

You have the right to access and correct your information. If you notice that the information is incorrect, please contact the Kamas City administrative offices:

Phone: 435-783-4630

Email: [kpeacock@kamascityut.gov](mailto:kpeacock@kamascityut.gov)

## **DISCLOSURE PRACTICES**

We care about your privacy. Personally identifiable information provided to Kamas City website will be used solely by Kamas City, its entities, and third-party agents with whom the City has contracted to perform a City function on its behalf and will not be disclosed unless otherwise required to by law. E-mail addresses obtained as a result of a request to the City website will not be sold or provided to private companies by the City for marketing purposes.

We may share information or statistics with third parties or the public in an anonymous form that does not directly identify you. This would typically be done to assess an online City service. No personally identifiable information would 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'RE SOMETIMES 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.

## **KEEPING YOUR INFORMATION SECURE**

Your data's safety is our priority. Kamas City has taken precautions to protect personally identifiable information from loss, misuse, or alteration. Any authorized third parties responsible for this information are committed to the same principles and are required by contract to follow the same policies and guidelines as Kamas City in protecting this information.

Visitors should be aware, however, that even though protections are in place, Kamas City cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

Kamas City also reserves the right to use any legally appropriate measures to prevent, monitor, and investigate any attempt to deface, delete, or otherwise tamper with or abuse an Kamas City website, server, database, information system or other Kamas City technology asset.

## **INFORMATION STORAGE**

Retention of records obtained from the City's website and other sources follows the City's records retention schedule. Retention timelines can vary depending on what kind of information you provide.

Even if you access our site from a foreign country, we store your information in the United States in accordance with its laws. By using our site, you consent to the transfer of your information to and storage of your information in the United States.

## **APPLICATION OF GRAMA**

As a municipal government, Kamas City is a public governmental body subject to the [Government Records Access and Management Act \(GRAMA\)](#). Thus, access to City website records, including any personally identifiable records, is governed by GRAMA.

## **NON-KAMAS CITY WEBSITES**

The Kamas City Website does provide links to various outside or third-party websites through Kamas City web pages. Many of these sites, particularly those in the private sector, may not be subject to GRAMA, other sections of the Utah State Code, or federal law. Those visiting external sites are advised to check the applicable privacy statement and be cautious about providing personally identifiable information without a clear understanding of how the information will be used. Kamas City is not responsible for the privacy practices or content of external sites.

## **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. However, we also do not try to determine whether a visitor is underage. Therefore, users should be aware that personally identifiable information submitted to provo.org by minors may be treated as information given by an adult and may become subject to Public Records Requests as controlled primarily by GRAMA. If you are a parent or legal guardian of a child under the age of 13 who you believe has submitted personal information by use of our online services, please contact the city recorder immediately.

## **REVIEW OF THIS POLICY**

We want you to feel comfortable using our services, knowing that your privacy is respected and protected. We welcome your feedback on this Privacy Policy. Kamas City may change this Policy from time to time and reserves the right to do so without notice.

Last Revision: March 2024