



Privacy Notice

Purpose and Scope

Roy City is committed to protecting the privacy of those accessing its websites. The purpose of this policy is to inform those accessing Roy City websites about the collection and use of the personally identifiable information of its users. The privacy policy statement applies to this and all other Roy City government websites.

Definition of Personally Identifiable Information

For the purposes of this policy, personally identifiable information means any information collected online 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

Collection and General Use of Personally Identifiable Information

Roy City may collect and retain the following data automatically from the user:

- Internet domain and Internet Protocol (IP) address of the computer used to access this site
- The type of browser and operating system used to visit this site
- The date and time of access
- The portions and/or pages visited

The data collected serve as part of a statistical analysis about the use of Roy City's websites so that we may better design online services and improve access to them. Roy City does not and will not attempt to gain personally identifiable information about

individual users and associate it with IP addresses. Roy City does not use the information automatically collected to ascertain personally identifiable information.

Personally Identifiable Information Provided by Users. Except where specified, users need not provide personally identifiable information to visit or download information from Roy City websites. Unless the user chooses to make personally identifiable information available, the City does not collect such information. Be aware that in some cases, a government agency may request personally identifiable information in an effort to perform requested specialized services.

E-mail messages or other electronic communication sent to Roy City's website may be forwarded to the appropriate agency for response, saved and used to respond to the request or communicate updates of another Roy City website that may be of interest to the user, or saved to provide the Roy City web designer with valuable customer feedback to assist in improving the website. Any personally identifiable information the user provides within the electronic communication shall be used solely by Roy City and any third-party agents with whom it has contracted to perform City functions on its behalf, unless the information is designated as public record by the City agency as authorized under Title 63G, Chapter 2 of the Utah Code, entitled Government Records Access and Management Act (GRAMA). Roy City's website provides conspicuous notice that such information is subject to public access.

Collection and Use of a Child's Personally Identifiable Information. Except as otherwise permitted by law, Roy City does not knowingly collect and use or disclose the personally identifiable information of a child under the age of 13.

Personally Identifiable Information Available from Governmental Websites. Information collected is subject to the access and confidentiality provisions of GRAMA and other applicable sections of the Utah Code, and federal law. Consequently, certain communications may be subject to public disclosure. 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 sections 63G-2-302 through -305 of the Utah Code. 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 Roy City's websites.

Data Security and Quality

Roy City is committed to data security and the data integrity of personally identifiable information available from or collected by City government websites. Roy 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 the City in protecting this information. 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.

Unless otherwise prohibited by City ordinance, state law, federal law, or federal regulation, an individual may access and correct personally identifiable information whether or not the inaccuracy was created by accident, unauthorized access, or a change in circumstances. The 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 a City website, server, database, information system or other City technology asset.

Non-City Websites

Visitors may link to various websites from Roy City's web pages. Roy City is not responsible for the privacy practices or content of external sites. Many of these sites, particularly those in the private sector, may not be subject to GRAMA, other sections of the Utah 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.

Changes to and Versions of this Privacy Policy

This privacy policy may be changed at any time; any changes will be posted on this web page. The version number and date the policy was last revised will be noted on the policy. Information collected while a particular version of this policy is in effect will be handled in accordance with that version.

How to Contact Us

Roy City maintains this website. Questions regarding this Privacy Notice should be directed to the City Administration Offices or Legal Counsel for Roy City. Please specify in the subject line of your e-mail "Privacy Notice".

Effective Date of this Notice: May 29, 2024