

# Duchesne County School District Privacy Policy Statement

## Purpose

Duchesne County School District is committed to protecting the privacy of those accessing its website. The purpose of this policy is to inform those accessing Duchesne County School District Websites about the collection and use of the personally identifiable information of its users.

## Scope

This privacy policy statement applies to all Duchesne County School District except as described below in the section called “State Agency Privacy Policies and How They Relate to This Policy.”

Government Internet Information Privacy Act – Sections 63D-2-102 through 104 U.C.A.

## 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, such as:

- First and last name
- Physical address
- Email address
- Telephone number
- Social Security number
- Credit card information
- Account Number
- Bank account information
- Any combination of personal information that could be used to determine identity

## Collection of Information

The following information may be automatically collected and retained if you look or search through our web pages, or download information:

- The Internet domain and Internet Protocol (IP) address of the computer you are using to access our site;
- The type of browser and operating system used to visit our site;
- The date and time of when you access our site; and
- Which portions of the website you visit

The data collected serve as part of our statistical analysis about the use of our Web sites so we may better design online services and improve access to them. We do not attempt to gain personally identifiable information about individual users and associate it with IP addresses unless explicitly stated as part of a government agency service. Duchesne County School District does not use the information automatically collected to ascertain your personally identifiable information. Duchesne County School District may detect user IP addresses for providing location-based user information and services. Duchesne County School District does not maintain or collect user IP addresses, or disclose such addresses to any third parties.

Except where specified, you do not have to provide personally identifiable information to visit or download information from the Duchesne County School District Website. Unless you choose to make your personally identifiable information available to us, Duchesne County School District does not collect such information from you. Duchesne County School District does not use or place spyware on your computer. Be aware that government agencies may request personally identifiable information from you in order to perform requested specialized services.

## How Personally Identifiable Information Is Used by the Governmental Entity

Email or other information requests sent to a Duchesne County School District's website may be saved and used to respond to the request, forward the request to the appropriate department of the district, communicate updates to the Duchesne County School District sites that may be of interest to student and parents, or provide Duchesne County School District's web designer with valuable customer feedback to assist in improving the website.

Any personally identifiable information an individual provides to the Duchesne County School District's site will be used solely by the district, its entities, and third-party agents with whom it has contracted to perform a school district function on its behalf, unless the information is designated as public record by the District as authorized under the "Government Records Access and Management Act" (GRAMA), and Duchesne County

School District's website provides conspicuous notice that such information is subject to public access.

## Personally Identifiable Information Available or Collected from Governmental Web Sites

Information collected is subject to the access provisions of GRAMA and other applicable sections of the Utah Code, federal regulations, and federal law. Consequently, certain communications may be subject to public disclosure. However, in these instances you will be notified on the Duchesne County School District website under the conditions described below in "State Agency Privacy Policies and How They Relate to This Policy."

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 GRAMA, or are records to which access is restricted according to court rule, other Local Ordinance, State law, federal law, or federal regulation. 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 Utah.Gov Web sites.

Personally Identifiable Information is used by governmental entities for the purpose of conducting official government business. A governmental entity may share Personally Identifiable Information with another governmental entity if it is designated as a record that is private, controlled, or protected as described in Section 63-2-206 of the Utah Code unless such data sharing is expressly prohibited, authorized or required by local ordinance, federal law, state law, or federal regulation. In some instances, an executive order may limit or prohibit data sharing even though Section 63-2-206 may permit such data sharing.

## Data Security and Quality

Duchesne County School District is committed to data security and the data integrity of Personally Identifiable Information available from or collected by the district's websites. Duchesne County School District 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 Duchesne County School District in protecting this information. Visitors should be aware, however, that even

though protections are in place, Duchesne County School District cannot guarantee against the occurrence of hardware failure, unauthorized intrusion, or other technical problems.

## Procedures for Access by the User to View or Correct Personally Identifiable Information

Unless otherwise prohibited by local 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. Duchesne County School District 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 the district's websites, server, database, information system, or other technology asset. For a description of the individual processes used by agencies to view or correct Personally Identifiable Information please see "Security Measures."

## State Agency Privacy Policies and How They Relate to This Policy

A privacy policy issued by a school district on its website may provide additional detail to, but not conflict with, this privacy policy, except as required by an applicable Local ordinance, State law, federal law, or federal regulation. Any department or organization who collects or uses Personally Identifiable Information in a manner inconsistent with this policy as a result of an applicable Local ordinance, State law, federal law, or federal regulation, will adopt and issue a privacy policy of its own. The privacy policy it issues shall describe how its collection and use of personally identifiable information differs from Duchesne County School District's practices as set forth in this policy. The department's privacy policy will be conspicuously posted for your review. The privacy policy issued by a department or organization will apply to its own website. In addition to this policy, we also recommend that you refer to the applicable agency privacy policy to obtain a description about how your personal information is collected and used.

An agency may not substitute its own privacy policy for this policy, unless a local ordinance, state law, federal regulation or federal statute requires that personally identifiable information be treated in a way that is inconsistent with this policy. In this case, a department or organization may opt-out of the specific provision of this policy which conflicts with local ordinance, state statute, federal regulation, or federal statute.

If that occurs, the remainder of the provisions of this policy shall apply to the department or organization.

## Non-State Websites

Visitors may link to various websites from the Duchesne County School District webpage. Duchesne County School District 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 the Privacy Policy

This privacy policy may be changed at any time; any changes will be posted on this web page. The 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. If you have questions, comments, or concerns, please contact us at 435-725-4500.

## Cisco/Webex

All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties. We will not share your opt-in to an SMS campaign with any third party for purposes unrelated to providing you with the services of that campaign. We may share your Personal Data, including your SMS opt-in or consent status, with third parties that help us provide our messaging services, including but not limited to platform providers, phone companies, and any other vendors who assist us in the delivery of text messages

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