



# PRIVACY POLICY STATEMENT

We care about our citizens privacy, we use the minimal extent of information we need to provide you with services that the County offers, we safeguard your data and we do not monetize it or improperly share it.

This Privacy Policy Statement (the “Statement”) is provided by San Juan County, State of Utah (“we,” “us,” or “our”) in compliance with Utah Code Section 63D-2-103.

We are committed to protecting your privacy. This Statement explains how we handle your information when you visit this webpage. We want you to understand how your data may be collected, used, and secured.

## WHO WE ARE AND HOW TO REACH US

San Juan County operates this governmental website ([www.sanjuancountyut.gov](http://www.sanjuancountyut.gov)). If you have any questions or concerns, please reach out to us:

**Mack McDonald, Chief Administrative Officer**

Phone: (435) 535-4225      Email: [mmcdonald@sanjuancountyut.gov](mailto:mmcdonald@sanjuancountyut.gov)

**Lyman Duncan County Clerk/Auditor**

Phone: (435) 535-4223      Email: [lduncan@sanjuancountyut.gov](mailto:lduncan@sanjuancountyut.gov)

**James Redd, Chief Privacy Officer**

Phone: (435) 587-3223      Email: [jredd@sanjuancountyut.gov](mailto:jredd@sanjuancountyut.gov)

Our administrative body is the Board of San Juan County Commissioners, and they can be reached at:

**Silvia Stubbs, Commission Chair**

Phone: (435) 535-4225      Email: [sstubbs@sanjuancountyut.gov](mailto:sstubbs@sanjuancountyut.gov)

**Lori Maughan, Commission Vice-Chair**

Phone: (435) 535-4225      Email: [lmaughan@sanjuancountyut.gov](mailto:lmaughan@sanjuancountyut.gov)

**Jamie Harvey, Commissioner**

Phone: (435) 535-4225      Email: [jharvey@sanjuancountyut.gov](mailto:jharvey@sanjuancountyut.gov)

## WHAT INFORMATION WE COLLECT

When a user is simply visiting the County's website and only navigating through pages, no information is collected from the user. Here's when we collect information and what information is collected during that time:

- We collect personal information ONLY when a user is filling out an application or payment form that is embedded on our County website.

The applications and/or payment forms may include, but are not limited to:

- Building permit applications; land use applications; business license applications; grant applications; email list notifications; employment applications; GRAMA requests; and other forms used in Department operations; etc.
- The type of information collected may include:
  - Contact information; physical and mailing address; property information; business information; the last 4-digits of a social security number (for job applications); builder information; etc.

## How We Use Your Information

We use your information for the following purposes:

- providing products or services; communication; processing payments; to process applications and permits; to collect information that the application wants us to have; to be able to notify and provide information to interested persons; etc.

## Disclosure Practices

We care about your privacy. We only share your information when necessary. Here's how we handle disclosures:

- Information collected is only shared with third parties when there is a field in an application that requires third-party authorization. This may include times when:
  - Only when consent was given; Federal or State authorization and verification, court authorization; contacting references; reaching out to a designated contact person; background checks; etc.

## Access and Corrections

You have the right to access and correct your information. Here's how you can do it:

- Contact the County office or department in which the application or payment was

submitted to; or resubmit the application with the correct information and request that the previous application be destroyed.

## Keeping Your Information Secure

Your data's safety and privacy are our priority. We have taken adequate measures to protect it. Here's how we ensure your data stays safe:

- Collected data in draft form is stored in a secure, encrypted database;
- Physical copies are encouraged to be digitized and encrypted, if required, documents required to be stored for retention purposes are stored in a secure area until they are no longer relevant or needed in accordance with State archive policies;
- Payment and credit card information is **NEVER** kept by any office or department;
- Data transmitted between the user's browser and the County's servers is encrypted using protocols such as HTTPS to protect data from interception and tampering;
- Strong authentication methods are used to control access to the website's administrative interfaces and any systems that store or process user data;
- Regular security audits and assessments are conducted to identify and address vulnerabilities in the website and its underlying infrastructure;
- We only collect the data that is necessary for the website's operation and the services provided to reduce the risk of collected data amounts in case of a security breach;
- We ensure our third-party services also adhere to strong security practices;
- We provide training to employees who handle user data to ensure they understand the importance of data security and are aware of best practices; and
- We keep the website's software, including content management systems, plugins, and other components, up to date with security patches and updates.

## Note on Records Classification

Personally identifiable information is not classification of records under *Utah Code Section 63G, Chapter 2, Government Records Access and Management Act*.

Access to government records is governed by *Utah Code Section 63G, Chapter 2, Government Records Access and Management Act*.

## Review of This Notice

We want you to feel comfortable using our services, knowing that your privacy is respected and

protected. We welcome your feedback on this notice, which is reviewed annually.