

Intradistrict Communication

DATE: November 20, 2025

TO: All District Administrators

FROM: Anthony Godfrey, Superintendent
John Larsen, Business Administrator
Michael Anderson, Associate Superintendent
Travis Hamblin, Director, Student Services
Caleb Olson, Enrollment Consultant, Student Services

SUBJECT: November 2025: Compliance with Utah's Government Data Privacy Act

Utah's Government Data Privacy Act (or GDPR, found in code at §63A-19) sets standards for the use and protection of employee and patron data collected and used by a governmental entity. The standards of the GDPR build on, but do not replace, existing protections for student data as found in state law (§53E-9) and federal law (FERPA and PPRA).

The GDPR requires the implementation of a privacy program across each governmental entity, with deadlines as soon as December 31, 2025. Jordan District will establish a committee to create and implement this privacy program. The committee will be under the direction of Caleb Olson, Enrollment Consultant in Student Services.

ACTION REQUIRED: The GDPR requires that all employees who "have access to personal data as part of the employee's work duties; or supervise an employee who has access to personal data" receive an annual training. In future years, this training will be included as part of Crucial Concerns; however, for this year's compliance, each school and department will need to view the eight-minute training video prepared by the state Office of Data Privacy, which is linked below, **prior to December 12, 2025** and report both A) completion of this requirement, and B) the number of employees who viewed the training on the spreadsheet also linked below.

- Training Link: <https://youtu.be/p5wTSswDulM>
- Report Link:
https://docs.google.com/spreadsheets/d/1fkQG7UZsVnOpMgyHKI2cgr4xSjqWw09_icQYWBXgfe/edit?usp=sharing

A scheduled group viewing in an upcoming faculty or department meeting is likely the easiest way to complete this requirement.

The GDPR defines "personal data" as "information that is linked or can be reasonably linked to an identified individual or an identifiable individual" (§63A-19-101-24). Not every employee in a location

will need to watch the video - many hourly employees in departments like Nutrition Services, Auxiliary Services, or site-based hourly custodial employees likely do not have access to “personal data” and can be excused from viewing at this time. Supervisors with questions may contact Caleb Olson (caleb.olson@jordandistrict.org or x88251).

Your cooperation with this requirement of the GDPR and with monitoring the JAM for future privacy program-related requirements and responsibilities is greatly appreciated.