

Digital Privacy Advisory Taskforce, City of San Jose

Purpose

The City of San José is establishing a Privacy Advisory Taskforce of external stakeholders to validate and provide input on the development of the City's Privacy Principles and privacy policy for specific smart city use cases. To qualify to serve on the taskforce, members will have a deep background in digital privacy policy, current and emerging technologies, best practices in privacy and security design, data management, and have previous experience working with government institutions.

The Taskforce will be staffed by the Privacy Working Group, which is comprised of City subject matter experts, and meetings will be facilitated by CivicMakers, LLC, a consultant to the City helping to coordinate, strategize, and inform recommendations from external stakeholders to the City's Privacy Working Group. The City will present its initial approach to City Council's [Smart Cities and Service Improvements Committee](#) on December 6, 2018. The agenda and relevant materials for discussion will be sent to the Taskforce at least a week in advance of a meeting, and members will be asked to review documents and have comments for discussion prepared. Additional logistical and disclosure requirements can be found below. The initial Taskforce meeting will be held on Tuesday, November 27th from 11:30am to 1:00pm at City Hall.

Logistics

- Role: Advisory body to the City's Privacy Working Group
- Size: Maximum 10 members
- Membership Positions: Membership should be aligned with the following composition of members: 3 members representing non-profit organizations, 2 members from the technology industry, 2 members from academia, 2 law enforcement representatives, and 1 member from another city or county with an established, effective privacy policy
- Meeting Cycle: Quarterly meetings beginning in the 4th quarter of 2018
- Meeting Duration: Maximum of two hours per meeting
- Membership Term: One year
- Venue for Meetings: Each meeting will be held in San José either at City Hall or another identified location within the City
- Recommendations and Validation: The Taskforce must reach two-thirds majority on all recommendations provided to the Privacy Working Group. The Privacy Working Group will not accept or consider dissenting opinions as part of a recommendation
- Transparency:
 - Agendas: Published at least 1 week prior to meeting
 - Meeting Notes/Minutes: Action minutes will be taken and provided 1 week following each meeting
 - Meetings will be posted in accordance with the City's Sunshine Resolution 77135

Disclosures and Limitations

This body is intended to advise, make recommendations, and validate the work of the Privacy Working Group. Members are required to comply with San José Procurement and Contract Process Integrity and Conflict of Interest provisions. Members must avoid making recommendations that promote products and/or services that directly benefit their companies and must exclude sales content to avoid procurement conflict. Members themselves cannot directly participate in ongoing City RFP activities. The above requirements are for the benefit of the public, the City, and any vendors that want to preserve their right to participate in the Privacy Advisory Taskforce.

Digital Privacy Advisory Taskforce Members

Non-Profit

- ACLU of Northern California
 - Victor Sin, Chair of the Santa Clara Valley Chapter
- San Jose Silicon Valley NAACP
 - Roxana Marachi, Education Chair

Technology Industry

- Intel Labs
 - Heather Patterson, Senior Research Scientist
- Cisco
 - Michelle Finneran Dennedy, Chief Privacy Officer

Academia

- San José State University
 - Bob Lim, Vice President, Information Technology, and Chief Information Officer
- Markkula Center for Applied Ethics, Santa Clara University
 - Irina Raicu, Director, Internet Ethics

Law Enforcement

- Former Law Enforcement Representative
 - James Randol, Retired San José Police Department Captain

Government

- Santa Clara County
 - Mike Shapiro, Chief Privacy Officer