

San José Digital Privacy Advisory Taskforce Meeting Minutes

Thursday, February 13, 2020

2:30 – 4:30 pm

San Jose City Hall

Floor 17 Room T-1752

Participants

1. Harvey Jang, Vice President and Chief Privacy Officer, Cisco Systems, Inc.
2. Bob Lim, Vice President Information Technology & Chief Information Officer, San José State University
3. Roxana Marachi, San José Silicon Valley NAACP
4. Heather Patterson, Senior Research Scientist, Intel Labs & Privacy Scholar at NYU
5. Irina Raicu, Director, Internet Ethics, Markkula Center for Applied Ethics, Santa Clara University
6. James Randol, City of San José Police Department, Retired Captain, City of San José
7. Victor Sin, Chair of the Santa Clara Valley Chapter, ACLU of Northern California
8. Kip Harkness, Deputy City Manager, City of San José
9. J. Guevara, Broadband Manager, City of San José
10. Marcelo Peredo, Chief Information Security Officer, City of San José
11. Sarah Papazoglakis, Senior Privacy Policy Analyst, City of San José
12. Kerstyn Olson, Digital Inclusion Partnership Program Manager, City of San José

Outcomes

1. The Taskforce reviewed Seattle, NIST and GDPR governance models and identified the following governance priorities:
 - a. Leadership and Oversight
 - b. Risk Assessment
 - c. Policies and Procedures
2. City of San José illustrated how digital privacy policy development has been prioritized and resourced since October 2019.
3. The Taskforce assessed and prioritized elements of governance for digital privacy and drafted a governance model prototype to support policy development.

Action Minutes

I. Introductions

- a. Sarah Papazoglakis, Senior Privacy Policy Analyst, City of San José, provided opening remarks and facilitated introductions.

II. Update from Deputy City Manager

- a. Kip Harkness, Deputy City Manager, provided an update on the role of digital privacy in enabling the City's Smart City Vision, outlined the City's stages of privacy maturity, and clarified the Taskforce's roles and responsibilities.
- b. Sarah Papazoglakis, Senior Privacy Policy Analyst, requested that each member in attendance continue their service through July for continuity purposes.

III. **Digital Privacy Workplan Status Update**

- a. Sarah Papazoglakis, Senior Privacy Policy Analyst, provided an update on advancements toward developing a citywide digital privacy policy throughout 2019 and outlined plans for Q1 and Q2 of 2020.
- b. Taskforce members and City staff discussed differing definitions of transparency and accountability and considered how the City could define and adopt these practices into the City's digital privacy program.

IV. **Co-Create and Design First Draft Governance Model Prototype**

- a. The Taskforce reviewed and assessed governance models from Seattle, NIST, and GDPR, noting that the "Accountability Wheel" modeled on GDPR is the most comprehensive and considered best practice from an industry perspective.
- b. The Taskforce broke into working groups to discuss and assess elements of governance from multi-sector perspectives. They collectively identified and agreed on the following governance priorities:
 - i. Leadership and Oversight
 - ii. Risk Assessment
 - iii. Policies and Procedures
- c. Taskforce members discussed the need to integrate more than these three priority elements into the governance model from the beginning in order to scale.

V. **Next Steps**

- a. Next Digital Privacy Advisory Taskforce meeting will focus on reviewing digital privacy policy elements and will be scheduled for April 2020.

The Taskforce meeting adjourned at 4:30pm.

Documents for Review

1. NIST & Seattle Frameworks
2. GDPR_C IPL Accountability Wheel
3. Slide deck presentation.