Global Justice Information Sharing Initiative (Global)
Global Privacy and Information Quality Working Group (GPIQWG) Meeting

Annapolis, Maryland
September 8–9, 2009

September 8, 2009—Meeting Summary

Background, Purpose, and Introductions

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), and the Global Justice Information Sharing Initiative's (Global) Privacy and Information Quality Working Group (GPIQWG) convened a meeting on September 8, 2009, in Annapolis, Maryland, at 8:30 a.m. The Honorable Anthony Capizzi (Judge Capizzi), Montgomery County, Ohio, Juvenile Court and GPIQWG Chair, led the meeting in furtherance of and alignment with the GPIQWG's *Vision* and *Mission Statements*.

Chair	**Vice Chair**
The Honorable Anthony Capizzi	**Mr. Phil Stevenson**
Montgomery County, Ohio, Juvenile Court National Council of Juvenile and Family Court Judges	*Arizona Criminal Justice Commission*

Ms. Beverly R. Allen
(*In proxy for Susan Laniewski*)

Mr. Francis (Paco) X. Aumand, III
Vermont Department of Public Safety

Alan Carlson, Esquire
Superior Court of California, County of Orange

Ms. Ayn H. Crawley
Office for Civil Rights and Civil Liberties
U.S. Department of Homeland Security

Ms. Debra DeBerry
DeKalb County Courthouse
Representing National Association for Court Management

Lieutenant Kathleen DeGrasse
Illinois State Police

Ms. Allyson DeLaney
Criminal Justice Information Services Division
Federal Bureau of Investigation

Mr. Michael Dever
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Mr. Owen M. Greenspan
SEARCH, The National Consortium for Justice Information and Statistics

Barbara Hurst, Esquire
Rhode Island Office of the Public Defender

Erin Kenneally, Esquire
eLCHEMY, Incorporated

Mr. Greggory S. LaBerge
Denver Police Department

Mr. Thomas MacLellan
National Governors Association

Mr. Michael McDonald
Delaware State Police

Sheriff Michael Milstead
Minnehaha County Sheriff's Office

Lieutenant Leo Norton
Los Angeles County Sheriff's Department

Ms. Meghann Proie
(*In proxy for Nancy Libin*)

Mr. Dave Russell
NOVARIS

Mr. Matthew Snyder
Space and Naval Warfare Systems Center (SPAWAR), U.S. Navy

Ms. Cindy Southworth
National Network to End Domestic Violence

Ms. Martha W. Steketee
Independent Consultant

Randall Wickline
Criminal Justice Information Services Division
Federal Bureau of Investigation

Mr. Carl Wicklund, *GAC Vice Chair*
American Probation and Parole Association

Ms. Tammy Woodhams
National Criminal Justice Association

Ms. Francine Yoder
(In proxy for Jeanette Plante)
Office of the Chief Information Officer

Guest Observers
Ms. Alissa Huntoon
U.S. Department of Justice

Mr. Adam Mercer
U.S. Department of Justice

Ms. Lauren Hughes
Office for Civil Rights and Civil Liberties
U.S. Department of Homeland Security

Staff
Ms. Christina Abernathy
Institute for Intergovernmental Research

Ms. Terri Pate
Institute for Intergovernmental Research

John Wilson, Esquire
Institute for Intergovernmental Research

Welcoming Remarks and Introductions

Judge Capizzi made introductions around the room and requested input and approval on the March 26–27, 2009, GPIQWG meeting summary. The meeting summary was accepted as prepared. Today, we will start catching up with the work accomplished over the last year: get a few updates from Global endeavors, and talk about our information quality products, juvenile justice issues, and success stories. This afternoon, we will go into the biometric discussions.

Judge Capizzi talked about our continued efforts to obtain tribal representation. There are a lot of successful tribes, but very few individuals who speak for all of the tribes, which is the focus of the representation on this group. Phil Stevenson stated that there is no particular group that represents all tribes but that it may be best to reach out to several representatives of larger tribes. The main goal is to find one or two individuals who can participate and provide input, with the knowledge that they do so on behalf of tribal issues, and who can bring their knowledge to benefit all tribes. We are still working with BJA for an Office of Juvenile Justice and Delinquency Prevention (OJJDP) representative.

Global Updates

Mr. Carl Wicklund described the Global Executive Steering Committee (GESC) planning meeting, in which the GESC discussed the plans for the October Global Advisory Committee (GAC) meeting. Mr. Wicklund also provided an overview of the structure of Global, its working groups, and their focus for the new GPIQWG members.

A Global Standard Package is being developed which will be a listing of all the Global products from each of the working groups. This will be evaluated to determine where there are gaps in which we can build bridges by completing products to connect the resources. Once that is done, the package will be field-tested with a local agency to implement all of the Global products in the Global Standard Package. As a result of the major impact each of these products has had in the justice community, funding has been set aside for this consolidated effort.

Global members recently met with Associate U.S. Attorney General Tom Correlle to discuss Global's success, current work, and future plans, as well as the need to continue funding. Mr. Wicklund stated that there is now a line item in the 2010 DOJ budget for Global. Global has never been a line item, so this will provide Global with a stronger financial footing.

We are hoping to have the U.S. Attorney General attend the next GAC meeting as a guest speaker, as well as Mr. Bart Johnson, Acting Under Secretary for Intelligence and Analysis, Office of Intelligence and Analysis, DHS, and Mr. Michael D. Resnick, Senior Director for Information Sharing Policy, National Security Council.

Judge Capizzi expressed his thanks to Mr. Wicklund and the members of the GESC for all of the work they contribute for Global in helping guide the initiative. Judge Capizzi also welcomed and introduced two new GAC members, Sheriff Michael Milstead and Ms. Debra DeBerry, who will participate as members of GPIQWG.

Information Sharing Environment (ISE) Suspicious Activity Reporting (SAR) Evaluation Environment (EE) Initiative and the National SAR Initiative (NSI)

John Wilson, Esquire, Institute for Intergovernmental Research (IIR), provided a status update on the fusion center privacy policy submission and review process.

Fusion centers are the primary message switching point for state and local agencies. DHS, the Federal Bureau of Investigation (FBI), DOJ, and other federal agencies work directly with fusion centers. The network includes 50 primary designated and 22 designated (regional/secondary) centers recognized by DHS. Mr. Wilson described the submission and review process. If there are policies that are exemplary and completed, we ask the centers' permission to share those policies as examples for others.

The Information Sharing Environment (ISE) is the environment in which terrorism-related information is shared in a federal and state/local/tribal (SLT) arena through an information sharing environment. Under the ISE Privacy Guidelines, to share information with federal agencies and receive information, SLT agencies must have privacy policies in place at least as comprehensive as the provisions in the ISE Privacy Guidelines. Currently, this is a voluntary process determined by each SLT agency. This is an ISE requirement, however, for participation by fusion centers. A new approval process is under discussion for fusion center policies that have completed the review process. As part of this process, completed policies would be forwarded on to an ISE decision-making authority for review on compliance with the ISE Privacy Guidelines.

Mr. Wilson gave a status of the ISE suspicious activity report (SAR) endeavor, which involves terrorism-related SARs—named ISE-SARs. We began this effort with the ISE-SAR Evaluation Environment (EE) Initiative, in which 12 sites in three states in nine regional and local centers tested the shared-space concept. This first effort will be completed on September 30, 2009. Eight of the 12 centers are now live sharing the terrorism-related SARs (ISE-SARs). We will soon have the Transportation Security Administration (TSA), DHS, eGuardian, FBI, U.S. Department of Defense (DoD), and others coming online to share this information. Four jurisdictions have yet to complete their privacy policies before they are allowed to come on board. To assist these agencies, we took the *Fusion Center Privacy Policy Development Template* and customized it as an ISE-SAR-specific privacy template for centers that are participating but that have not yet completed their comprehensive policies. Ten other jurisdictions also demonstrated interest in participating in this initiative. Termed "batter box" sites, they are required to complete privacy policies before being selected to participate. The goal is to eventually link all 72 primary designated (state) and designated (regional/secondary) fusion centers in a Nationwide SAR Initiative (NSI) rollout.

National Governors Association (NGA) Center for Best Practices—Privacy Policy Academy

Mr. Thomas MacLellan gave a brief overview on the National Governors Association (NGA) Center for Best Practices (the Center). One of the Center's efforts is hosting policy academies on a variety of subject areas. We send out solicitations to state agencies through their governors' offices to apply for these academies. Currently, a privacy policy academy is under way. Funding was made available to assist the selected agencies in staffing and developing privacy policies. For an agency to participate, it must obtain a sign-off from the state's governor. Second, it needs to be a statewide program (local agencies may apply with the governor's approval and if connected to a statewide agency). Three states were selected: Illinois, Hawaii, and CONNECT, led by Alabama (a multistate network). The

academy brings all of the selected agencies together, with privacy technical assistance providers and partners to help the agencies develop a strategic plan (key action items to accomplish this goal and a timeline to achieve it). We educate them through presentations, provide guidance resources, and facilitate hands-on breakout sessions. Soon, we will be going back out to the states to conduct in-state policy workshops for more focused implementation and on-site technical assistance. At the end of the policy academy, we should have good success stories and lessons learned that will be shared with other states. The Center will leverage the success of this academy for other state agencies.

Global Working Group Updates

Judge Capizzi reviewed the updates provided by each of the other Global working groups with the participants and encouraged everyone to also visit the OJP Information Technology (IT) Initiative's Web site, www.it.ojp.gov. Working group updates were as follows:

Global Intelligence Working Group (GIWG) and Criminal Intelligence Coordinating Council (CICC)
- The CICC met on June 3, 2009. The meeting featured presentations and discussions on a number of issues related to criminal intelligence. Representatives from the CICC's federal partners—including the Bureau of Justice Assistance, the U.S. Department of Homeland Security, the Office of the Program Manager for the Information Sharing Environment, and the Federal Bureau of Investigation—provided updates on the current activities and initiatives of these agencies. Discussion occurred on how to strengthen these ongoing partnerships. A presentation on the Law Enforcement National Data Exchange program (N-DEx) was provided to CICC members, as well as an overview of the Mexican drug cartels that was presented by the U.S. Drug Enforcement Administration. One of the primary functions of the CICC is to foster coordination among local, state, tribal, and federal law enforcement agencies. The June 3 meeting included dialogue focused on improving information sharing efforts as they relate to privacy and civil liberties protections and the Nationwide Suspicious Activity Reporting Initiative.

  Members of the CICC participate in monthly conference calls on the second Friday of each month to discuss current issues and to keep members apprised of national activities and important events.

- Two committees under the GIWG—the Privacy Committee and the Training Committee—met on June 4, 2009. Both committees received a presentation on the new 28 Code of Federal Regulations (CFR) Part 23 online training program. CICC members were encouraged to pilot and complete this training online. The Privacy Committee discussed the "Tips and Leads Issue Paper" and its purpose and format. The committee also discussed the development of a peer-to-peer audit process for criminal intelligence systems. The Training Committee examined three nationally recognized analyst training doctrines and the core competencies within each doctrine to begin development of a national set of competencies for a basic level of training for local, state, and tribal law enforcement and fusion center analysts.

- On August 20, 2009, a task team made up of members of the GIWG Privacy Committee met in Atlanta, Georgia. The purpose of this meeting was to develop the *Privacy, Civil Liberties, and Civil Rights Compliance Checklist for the Intelligence Function*. The checklist will assist agencies in ensuring their compliance with all appropriate privacy, civil rights, and civil liberties protection laws, regulations, and policies. It is expected that the checklist will be completed by the end of the year.

- The next CICC and GIWG meeting will be held on November 3–4, 2009, in the Washington, DC, area. The GIWG will hold committee meetings on November 3, and the CICC will meet on November 4.

Global Infrastructure/Standards Working Group (GISWG)
- GISWG is continuing its development of documentation and resources for the Justice Reference Architecture (JRA) Framework. These resources are available on the OJP Web site at http://it.ojp.gov/globaljra.
- GISWG is working on governance agreements for the JRA Framework (memoranda of understanding and service-level agreements).

- GISWG's Service Task Team (STT) is working on reference service specifications for fingerprint, arrest warrant, and fusion center services. These services will facilitate the exchange of information for organizations that use the JRA Framework.

- GISWG's XML Structure Task Force (XSTF) convened on September 1–2, 2009, to continue its work to resolve issues important to the justice domain of the National Information Exchange Model (NIEM) on behalf of Global. NIEM 2.1 is targeted for release on September 30, 2009.

Global Outreach Working Group (GOWG)
Chairman Capizzi attended the Global Outreach Working Group meeting on June 18–19, 2009, in Washington, DC.

- The group spent substantial time refining the Global "elevator" speech for finalization prior to the October 2009 GAC meeting.

- Members also reviewed and made substantial recommendations for refinements to the Global Web site.

- Further, the working group is summarizing and organizing success stories from across the various Global working groups and determining the best methods for distribution.

Global Security Working Group (GSWG)
- GSWG is working on launching the Technical Privacy Policy Framework pilots that will test security and privacy policy access controls in fusion centers. Pilots will build on the multiyear Global Federated Identity and Privilege Management (GFIPM) standards and will be a collaboration among the National Institute of Standards and Technology (NIST), the U.S. Department of Homeland Security (DHS), and Global. Pilots will use DHS's approach to analyze existing fusion center privacy policy templates, 28 CFR Part 23, suspicious activity report (SAR) templates, and the U.S. Privacy Act of 1974.

- The GFIPM Delivery Team (DT) is working on technical interfaces for Web Services. GFIPM DT will deliver a library of documentation, resources, and tools to assist implementers at the October 2009 Global Advisory Committee (GAC) meeting.

GPIQWG Information Quality Series

Judge Capizzi gave an update on the final draft IQ products—the *Information Quality Program Guide* (IQ Guide) and the *Information Quality Self-Assessment Tool* ("the Tool")—that have been fine-tuned in preparation for GAC approval this October. From December 2008 to June 2009, three pilot agencies tested the Tool. IIR incorporated all of the changes from the pilot field tests into the Tool.

The next step for information quality is to develop a quick reference resource as a companion to the IQ Guide. A task team at tomorrow's meeting will focus on the development of this resource.

Action Item: Based on suggestions, Judge Capizzi will work to develop a success story (how did the Tool help) from the pilot agencies.

GPIQWG Products: Juvenile Justice Applicability

Mr. Stevenson held a brief discussion on the applicability of GPIQWG resources to juvenile justice. Not every state's juvenile justice system is organized in the same fashion. The whole notion of how information is shared is important—should you be sharing this information, controls on access to this information, etc. As GPIQWG explores this, the question may not be whether GPIQWG resources are applicable but whether a juvenile justice agency has actually applied them. Another question—Is the language (or jargon) used in the documents juvenile justice-sensitive? These resources need to be presented in a way that is understandable to and usable by juvenile justice. It should be noted, however, that both of our guides (privacy and information quality) include a statute assessment component to enable each state to apply these products within the constraints of its statutes.

We need to do a better job of reaching into the juvenile justice system with our products. Of particular importance is the fact that there is only one juvenile justice representative at the GAC table. It falls on one group to get products out to the juvenile justice community. We need to work on marketing these products to juvenile justice.

Action Item: Ms. Ayn Crawley volunteered to put together a letter or synopsis for juvenile justice—clarifying the purpose of the GPIQWG products for juvenile justice and how they can be useful to that community. GPIQWG will plan to present this to GOWG to encourage marketing of these products.

GPIQWG Success Stories

Mr. Stevenson facilitated a brief discussion on GPIQWG success stories. He stated that the National Criminal Justice Association (NCJA) sent a letter requesting success stories through the Justice Information Sharing Practitioners (JISP) group. We should add to the GPIQWG success stories white paper two privacy-related Webinars hosted through JISP. In one Webinar held on May 2009, Judge Capizzi was a presenter. The other was held in July 2009, and Paco Aumand and Kathleen deGrasse participated. Both Webinars included GPIQWG resources, FAQs (questions asked by the practitioners that presenters answered), and links.

The biggest key for us is to convince our constituents to communicate with us about their use of GPIQWG products, including success and lessons learned. Were there any missteps in the use of these products? This type of information may help others avoid the same obstacles.

Action Item: NCJA Webinars will be added to the success story white paper. Ms. Tammy Woodhams will provide a number of attendees, as well as information from the evaluations submitted by the Webinar attendees.

Judge Capizzi adjourned the group for lunch at 12:00 Noon.

GPIQWG Biometrics

On July 15, 2009, a conference call was held with the GPIQWG Biometrics Resources Task Team to discuss how to reach out to advocate groups to get their take on issues with biometrics. We wanted to reach out to them early, before products were developed, and have the information available at this meeting, when our subject-matter experts (SMEs) were attending, to help scope our first product. The team put together a letter to request these groups' input on the top five issues as they relate to the justice community's use of biometrics. Ms. Cindy Southworth, National Network to End Domestic Violence (NNEDV), distributed it on GPIQWG's behalf.

Ms. Southworth provided a summary of the feedback received from the solicitation, as follows. The Center for Democracy and Technology (CDT) highlighted collection limitation issues, data retention, mission creep/secondary uses, and rapid developments in DNA analysis. Electronic Frontier Foundation (EFF) dealt with issues that arise from live legislative issues in California regarding fingerprinting and finger/thumbprint scans. PrivacyLives.com provided points from *Strengthening Forensic Science in the United States: A Path Forward.* Our appointed subject-matter experts (SMEs) and GPIQWG members also provided issues that the advocate communities had not covered; for example, the different reasons for using biometrics (such as for employment screening), errors in software code or in data, the use of pattern biometrics (retinal scans, fingerprints, DNA, and others) to identify individuals, and false positives/negatives. Ms. Southworth encouraged attendees who were members of the Biometrics Resources Task Team to read the Biometric Issues Synopsis handout in the meeting folders prior to the breakout sessions to be held tomorrow.

Judge Capizzi asked the SMEs to provide further feedback and comments. Today and tomorrow, attendees should be able to conclude with a clear objective of what resource(s) we need to develop. He opened the topic for discussion, making the following key points:

- Biometrics use with juveniles is an issue of knowing how much information can or cannot be shared. Having guidance for law enforcement on this would be beneficial. Guidance on sound policy for dealing with juveniles effectively would be timely and useful.

- What is the target audience? The group determined that forensic lab directors, administrators, and policymakers would be the audience for this first resource; however, policymakers/legislators would also benefit from a precise summary of biometric products and possibly a listing of the major issues. GPIQWG should develop an awareness primer for policymakers to help them better understand biometrics (educating on the biometric itself and not the biometric as linking to a record), as well as the issues surrounding biometrics.

- The privacy templates could be leveraged and customized to the unique aspects of biometrics that are addressed in an agency privacy policy.

- The science and practice of collecting fingerprints have been around for a long time—legislation, policies, etc. As such, a lot of resources already exist that address the quality of fingerprints. However, tattoos as a biometric is an emerging field. There is nothing out there regarding privacy and information quality on pattern-matching tattoos.

- There is no standard for the exchange of information for biometric devices and record management system (RMS) software, which means an interface needs to be written. Every time new models are issued or new software is developed, the interface has to be rewritten again. State and local agencies are spending millions of dollars each year in paying for these interfaces and for maintenance. The end goal should be a common language that sets the standard (the same way new devices that are attached to a computer are "plug and play" because the devices' communication language is now standardized). GISWG is also addressing biometric specifications, but on a smaller scale.

- The FBI uses the electronic biometric technology specification (EBTS) standard for fingerprinting. When a fingerprint comes in the door, it is checked against these standards. For GPIQWG consideration, however, there are not as many standards for other biometric technologies (e.g., iris scan), though the National Institute of Standards and Technology (NIST) is probably in the process of considering such standards.

- The International Biometric Group's (IBG) BioPrivacy Application Impact Framework (refer to the December 16, 2008, meeting summary or see http://www.bioprivacy.org/bioprivacy_main.htm) produced by the National Institute of Justice's (NIJs) Sensors, Surveillance and Biometric Technologies Center of Excellence could be a good resource to include in a biometrics primer. Another resource we should consider is the FBI's Biometric Center of Excellence (BCOE) independent assessment of biometric technology, titled the *State-of-the-Art Biometrics Excellence Roadmap* (SABER), located at www.biometriccoe.gov/SABER/index.htm. The SABER Technology Assessment gauges the maturity of biometric modalities to develop a common baseline understanding for the biometric community and evaluates the potential for expanding the FBI's Certified Products List as these modalities mature.

Judge Capizzi thanked everyone for their input and recommendations and reiterated that the goal for the completion of this meeting was to write a draft biometrics primer. Tomorrow, one team will be assigned to the information quality quick reference resource and one to the biometrics primer. For the biometrics primer, the audience is the policymakers who may have a limited knowledge of biometrics. Suggested content for the primer is as follows:

- Why is this important to you [the policymaker]?
- A brief description of biometrics and the fundamentals/basics of biometrics (verification versus other uses).
- Examples.
- Value of biometrics; why they are good.
- Common misperceptions.
- How biometrics are different in terms of privacy versus other information and privacy.
- Distinguishing justice differences—usually not voluntary.
  - Arrest versus conviction

- The importance of understanding that there are rules/standards associated with biometrics.
- Privacy and information quality risks.
  - Why we have to be careful with biometrics.
  - Caution not to generalize.
  - Biometrics are eventually converted to electronic data sets/describe what happens to that information.
  - Data quality/information quality—consolidation of records based on biometrics.
  - Data retention and secondary use.
  - Anecdote/story (the scenario raises the following concerns) and the abuse case.
  - Continuum of issues/parameters.
  - Privacy—exchange and sharing.
- Corrections to errors—voluntary/covert.
- Interoperability—questions to ask vendors (specifications meet privacy requirements); for example, the FBI vendor certification process.
- A direction in which policymakers may go—best practices.
  - Identify or raise the privacy policy issues that need to be addressed in biometrics (the privacy safeguards to protect the information in the system).
- A nod to future changes.

Next Steps and Closing Remarks

Judge Capizzi reviewed the day's achievements: finished up the information-quality products in readiness for the October GAC meeting, discussed the addition and solicitation of more success stories, and identified content to be included in the first biometrics resource. Judge Capizzi reiterated his request for each attendee to communicate with constituents to request success stories, as well as to request lessons learned. Tomorrow's meeting will be structured in breakouts. Please review the materials contained in the meeting folders prior to tomorrow's breakouts.

Judge Capizzi thanked everyone for traveling to Annapolis, Maryland, to attend this meeting and expressed his appreciation for all of the hard work and valuable input contributed by everyone today.

The meeting was adjourned at 4:10 p.m.

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Welcoming Remarks and Introductions

Judge Capizzi welcomed everyone back to the second day of the September GPIQWG meeting. He stated that today's meeting would be structured in breakout sessions. The goal is to have a biometrics primer ready for GAC approval in April 2010 and an IQ Quick Reference Resource ready for October 2009 GAC approval. The two task teams (the Biometrics Resources Task Team and the Information Quality Quick Reference Resource Task Team) are assigned as follows:

Biometrics Resources Task Team
The biometrics team has opted to break up into three focus areas:

Introduction/Scenarios/Action Items:
Lead: Cindy Southworth
Mike Milstead
Lauren Hughes
Carl Wicklund
Thomas MacLellan
Terri Pate

Information Quality and Biometrics:
Lead: Greggory LaBerge
Dave Russell
Allyson DeLaney
Matthew Snyder
Adam Mercer
Randall Wickline
Leo Norton

Privacy and Biometrics:
Lead: Ayn Crawley
Alan Carlson
Tammy Woodhams
Michael Dever
Barbara Hurst
Paco Aumand
Meghann Proie

IQ Quick Reference Resource Task Team:
Lead: Erin Kenneally
Martha Steketee
Mike McDonald
Owen Greenspan
Kathleen deGrasse
Debra DeBerry
Christina Abernathy

The groups adjourned in their respective breakouts between 8:45 a.m. and 11:15 a.m.

Breakout Status Reports

At 11:15 a.m., Judge Capizzi reconvened the membership and requested that the lead of each task team provide a status report on the work the team had accomplished during the breakout sessions.

IQ Quick Reference Resource Task Team

Ms. Erin Kenneally, eLCHEMY, Incorporated, stated that the group started with the assumption that it would create an indexed version of the *Information Quality Program Guide*. However, when group members began putting this together, they had difficulty in determining the point or usefulness of such a resource. Was it a marketing tool, an instructive chart, etc.? As a result of the discussion, the team settled on creating a brief executive primer on the *Information Quality Program Guide* (similar to GPIQWG's *Top Ten Steps to a Privacy and Civil Liberties Policy,* which goes along with the GPIQWG *Privacy and Civil Liberties Policy Development Guide and Implementation Templates*). Using the summary of the IQ guide in Section Three, the team developed the *Nine Elements of an Information Quality Program* resource. The team drafted the content and made enough progress that, at this point, the resource can be edited and finalized in time for presentation for approval at the October 2009 GAC meeting. This will coincide with approval of the *Information Quality Program Guide* and the *Information Quality Self-Assessment Tool*.

The only action item that remains is to update the first GPIQWG information quality product, the IQ fact sheet titled *Information Quality: The Foundation for Justice Decision Making,* to include the rest of the IQ series as resources.

Action Item: Ms. Abernathy will update the IQ fact sheet to reflect verbiage used in the IQ guide and will insert the three new IQ products into the fact sheet as reference resources. A revised draft will be provided to the group for review at the December 15–16, 2009, GPIQWG meeting.

Biometrics Resources Task Team

Ms. Southworth, Ms. Crawley, and Mr. LaBerge each described the work completed by the task teams' three focus groups. Below is the content from each group consolidated into the biometrics primer outline.

Biometrics Privacy and Information Quality

Introduction

Since biometrics may contain personally identifiable information and the use of biometric technology is expanding and diversifying, justice agencies need to ensure that their policies reflect emerging privacy, civil liberties, and information quality concerns. Failure to enact and implement policies and procedures can result in detrimental effects on data collection, data accuracy, agency credibility, and individual civil liberties.

Has your agency adopted or is it considering adopting emerging biometric technology?

Does your agency have privacy and information quality policies that cover the collection, sharing, and storage of different and unique biometric technologies?

Biometric Technologies and the Justice System

Biometrics can be defined as the quantifiable and unique characteristics which individualize a human being for the purpose of identification. Biometric technology is commonly used in the justice system for purposes of:

Enrollment—Inclusion of a person's biometric and demographic data into a database for later use

Verification—Confirmation of a person's identity

Human identification—Determining a person's identity

There are many biometric systems available for use in a justice system. The oldest and most common modalities are fingerprints and palm prints. Other areas of biometrics include DNA, facial recognition, iris recognition, retina scan, voiceprint, hand geometry, dynamic signature verification, vascular geometry, gait analysis (mechanics of an individual's stride), and other emerging technologies.

While many new technologies are being developed, there are legal precedents for the use of biometrics in the justice system. It is important to note that none of these systems is infallible and most are used as tools for identification in both an administrative and an investigative capacity.

Summary of Biometric Privacy and Information Quality Issues *(pull from 4 and 5 below)*
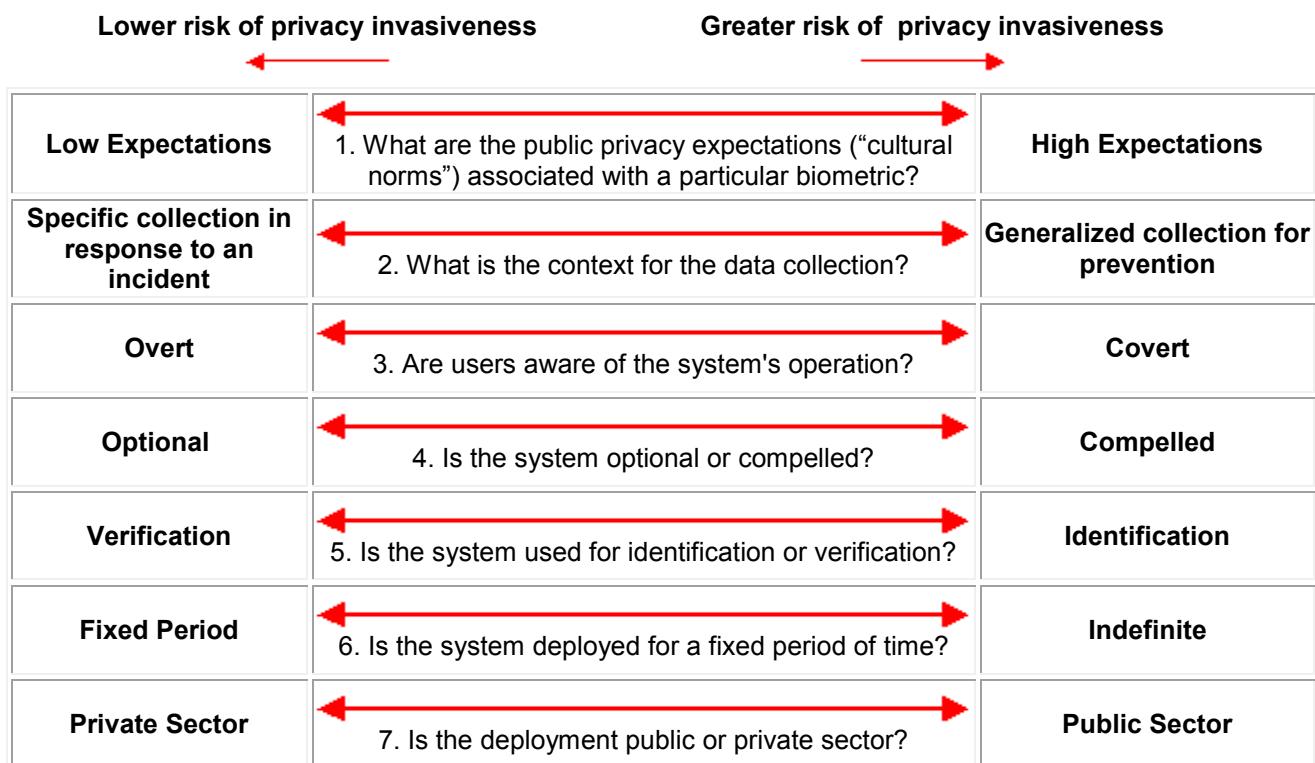
(Content to be added)

A Framework for Considering Biometric Data Privacy

Many of the considerations raised by issues of information in the context of privacy and civil liberties can be applied to biometrics. The management of biometrics information requires organizations to address specific questions surrounding the collection, retention, use, and dissemination of biometric information. For example, the mass collection of biometric data can be accomplished without the knowledge or consent of the individuals who are the sources of the information.

Indeed, the fact that the source of the information is the person him- or herself creates higher expectations for privacy. In addition, mass collection can be undertaken as a proactive preventive tool rather than a response to a predicate criminal act and is distinguished by the potential for discovering more information than is needed. The risk is higher for biometric data than for more traditional information that what is collected will be used for a purpose beyond that which justified the initial collection.

Framework to Consider in Development of a Biometric Privacy Policy[1]

Lower risk of privacy invasiveness		Greater risk of privacy invasiveness
Low Expectations	1. What are the public privacy expectations ("cultural norms") associated with a particular biometric?	**High Expectations**
Specific collection in response to an incident	2. What is the context for the data collection?	**Generalized collection for prevention**
Overt	3. Are users aware of the system's operation?	**Covert**
Optional	4. Is the system optional or compelled?	**Compelled**
Verification	5. Is the system used for identification or verification?	**Identification**
Fixed Period	6. Is the system deployed for a fixed period of time?	**Indefinite**
Private Sector	7. Is the deployment public or private sector?	**Public Sector**

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[1] Customized framework based on the International Biometric Group's (IBG) BioPrivacy Application Impact Framework, http://www.bioprivacy.org/bioprivacy_main.htm

Individual, Customer	8. In what capacity is the user interacting with the system?	Employee, Citizen
Enrollee	9. Who owns the biometric information?	Institution/Government
Temporary Personal Storage	10. Where and for how long will biometric data be stored?	Indefinite Database Storage
Behavioral	11. What type of biometric technology is being deployed?	Physiological
Templates	12. Does the system utilize biometric templates, biometric images, or both?	Images

Framework for Biometric Information Quality Issues

The quality of information for any biometric system is central to its effective implementation and operation. Several points underscore the importance of the information quality in biometrics. Information quality:

- Begins at the point of collection or enrollment.
- Involves the conversion of a physical characteristic to a digital format.
- Ensures that the link between the biometric and the individual's personal information is accurate.
- Can be undermined, since it relates to the collection and use of the biometric data, by human error.
- Can be enhanced or limited by the availability of resources to purchase, upgrade, maintain, operate, train, and manage biometric systems.
- Is affected by the existence of guidelines, standards, audit programs, accreditation, and certification.

The current biometric systems are highly reliable and have strengthened the justice system.   As advances in technology and training continue to improve these systems, they will become even more reliable and more widely used. Issues such as identity theft have resulted in a higher public awareness of the value of biometrics for identification purposes.

What You Can Do

It is never too late or too early to address these complex issues.

- Determine who will collect, analyze, and store biometric information.
- Identify current laws, statutes, and regulations that govern your use of biometric information.
- Determine how long your agency can retain biometric information.
- Identify under what circumstances you can share biometric information.
- Ascertain whether there avenues for redress.
- Ensure that you have technological solutions that control access.
- Currency…
- Determine whether the biometric would fall under open records laws and any needed policy changes.

Caution Box: Do not assume an existing policy on fingerprints will automatically apply to other biometric technologies without a thorough assessment of similarities and differences of biometrics, regulations, etc.

Resources
(Content to be added)

Scenarios

Consider Madrid bombing scenario (Melissa Ngo's letter—page 2, footnote 3)

Innocent project—wrongful conviction case

Labs closed down for data-quality concerns?

Action Item: Ms. Southworth will send the draft primer out to the group. The goal is to complete this by the April 2010 GAC meeting. Note: A conference call was held on December 3, 2009, among representatives of the three focus areas to continue work on the draft primer. A revised version will be provided at the December 15–16, 2009, GPIQWG meeting.

Next Steps and Closing Remarks

Judge Capizzi thanked everyone for their hard work today. A lot of progress had been made and two new products were now in draft form and heading in the right direction. Judge Capizzi provided a summary of the meeting's action items, as follows:

- Judge Capizzi will work to develop a success story using the *Information Quality Self-Assessment Tool* pilot agencies that reveals how the Tool helped the agencies.

- Ms. Crawley will draft a letter or marketing piece to send to juvenile justice agencies, along with GPIQWG products, that will clarify the purpose of these products for their use and explain how they can be useful. Ms. Crawley will send this to Ms. Abernathy for formatting, and Judge Capizzi will present it to GOWG for marketing these products to the juvenile justice community.

- Ms. Abernathy will work with Ms. Woodhams to add information on the National Criminal Justice Association (NCJA) Webinars to the GPIQWG Success Stories white paper (including number of attendees, FAQs, and results of Webinar survey/evaluations).

- Ms. Abernathy will take the information quality fact sheet, GPIQWG's first information quality product, titled *Information Quality: The Foundation for Justice Decision Making,* and will update it to highlight the new IQ products. A revised draft will be provided at the December 15–16, 2009, GPIQWG meeting.

- The "*Nine Steps to an Information Quality Program*" executive overview, drafted by the Information Quality Quick Reference Resource Task Team, will be edited and put in publishable form for presentation, along with the *Information Quality Program Guide* and the *Information Quality Self-Assessment Tool,* at the October 2009 GAC meeting.

- Ms. Southworth will send the draft primer out to the group. The goal is to complete this by the April 2010 GAC meeting. Note: A conference call was held on December 3, 2009, among representatives of the three focus areas to continue work on the draft primer. A revised version will be provided at the December 15–16, 2009, GPIQWG meeting. The goal is to complete the primer and ready it for approval at the April 2010 GAC meeting.

Judge Capizzi reminded the group that the next meeting will be held on December 15–16, 2009, at the Charleston Place Hotel, Charleston, South Carolina. He thanked the attendees for volunteering their time and skills to GPIQWG's mission and hoped that everyone had a safe journey home.

Judge Capizzi adjourned the meeting at 12:00 Noon.

Appendix A

**Global Privacy and Information Quality Working Group
September 8–9, 2009, Meeting Agenda**

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Global Justice Information Sharing Initiative (Global) Privacy and Information Quality Working Group (GPIQWG) Meeting

DoubleTree Annapolis
210 Holiday Court
Annapolis, Maryland 21401
(410) 224-3150

September 8–9, 2009

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Mainsail East Ballroom

September 8, 2009

8:00 a.m. – 8:30 a.m.	*Continental Breakfast*
8:30 a.m. – 9:00 a.m.	**Welcoming Remarks and Introductions**

The Honorable Anthony Capizzi, GPIQWG Chair and Judge, Montgomery County, Ohio, Juvenile Court

Anticipated Discussion Topics
- New member announcements
  - *Ms. Nancy C. Libin, Chief Privacy and Civil Liberties Officer, Office of the Deputy Attorney General, U.S. Department of Justice*
  - *Ms. Debra DeBerry, Chief Deputy DeKalb County, Georgia, Courthouse*
  - *Sheriff Mike Milstead, Minnehaha, South Dakota, County Sheriff's Office*
  - *Ms. Susan Laniewski—IJIS Representative, Independent Contractor, SAL Consulting, LLC*
- Welcome biometric subject-matter experts (SMEs)
  - **DNA**—*Mr. Greggory LaBerge, Director, Crime Laboratory Bureau, Denver Police Department*
  - **Fingerprints**—*Lieutenant Leo Norton, Los Angeles County, California, Sheriff's Department, Records and Identification Bureau*
  - **Facial Recognition and Fingerprints**—*Mr. Dave Russell, System Manager, NOVARIS, Fairfax County, Virginia, Police Department*
- March 26–27, 2009, GPIQWG draft meeting summary
- Agenda overview
- Status of Office of Juvenile Justice and Delinquency Prevention (OJJDP) and tribal representation on GPIQWG
- GPIQWG success stories and self-assessment—evaluation of GPIQWG product effectiveness
- Next GPIQWG meeting—December 15–16, 2009, Charleston Place Hotel, Charleston, South Carolina

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Mainsail East Ballroom

September 8, 2009

9:00 a.m. – 9:15 a.m.

Global Updates

Mr. Carl Wicklund, Global Advisory Committee (GAC) Vice Chair and Executive Director, American Probation and Parole Association

Anticipated Discussion Topics
♦ Global Executive Steering Committee (GESC) Mid-Year Planning Session, August 12, 2009
♦ Upcoming GAC dates: GESC, October 20, 2009, and GAC, October 21, 2009, at the Embassy Suites Washington, DC, Convention Center, Washington, DC
♦ Development of a Standard Global Package
♦ September 30—October 2, 2009, NIEM 2009 National Training Event

9:15 a.m. – 9:30 a.m.

Information Sharing Environment (ISE) Suspicious Activity Reporting (SAR) Evaluation Environment (EE) Initiative and the National SAR Initiative (NSI)

John Wilson, Esquire, Institute for Intergovernmental Research (IIR)

Anticipated Discussion Topics
♦ Status of 12 ISE-SAR EE sites
♦ ISE-SAR Privacy Policy status
♦ Status of 10 NSI Batter Box sites

9:30 a.m. – 9:45 a.m.

National Governors Association (NGA) Center for Best Practices—Privacy Policy Academy

Mr. Thomas MacLellan, Program Director, Justice and Public Safety, Center for Best Practices, National Governors Association

Anticipated Discussion Topics
♦ Applicant process
♦ States and programs selected: Hawaii, Illinois, and CONNECT
♦ August 24–25, 2009, Privacy Policy Academy

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September 8, 2009

9:45 a.m. – 10:00 a.m.	**Global Working Group Updates** *Judge Capizzi* Working Groups ♦ Global Infrastructure/Standards Working Group (GISWG) ♦ Global Intelligence Working Group (GIWG) ♦ Global Outreach Working Group (GOWG) ♦ Global Security Working Group (GSWG)
10:00 a.m. – 10:15 a.m.	*Break*
10:15 a.m. – 10:45 a.m.	**GPIQWG Information Quality Series** *Judge Capizzi* Anticipated Discussion Topics ♦ Status: *Information Quality Program Guide* ♦ Status: *Information Quality Self-Assessment Tool* ♦ Logical lead agency/agencies to promote IQ products ♦ Suggested next IQ product—Quick Reference Chart for the *Information Quality Program Guide*
10:45 a.m. – 11:15 p.m.	**GPIQWG Products: Juvenile Justice Applicability** *Mr. Phil Stevenson, GPIQWG Vice Chair and Director, Statistical Analysis Center, Arizona Criminal Justice Commission* Anticipated Discussion Topics ♦ OJJDP member ♦ Privacy products and their use ♦ IQ pilot agency solicitation for product evaluation
11:15 p.m. – 12:00 Noon	**GPIQWG Success Stories** *Mr. Stevenson* Anticipated Discussion Topics ♦ Review of current success stories/white paper ♦ GPIQWG privacy products and their use ♦ Informing/motivating other privacy activities (e.g., NGA Privacy Policy Academy) ♦ Feedback from Justice Information Sharing Practitioners (JISP) listserv

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♦   GPIQWG product evaluation strategy

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September 8, 2009

12:00 Noon – 1:30 p.m.	*Lunch (on your own)*
1:30 p.m. – 2:45 p.m.	**GPIQWG Biometrics**

Judge Capizzi and Ms. Cindy Southworth, Safety Net Technology Project Director, National Network to End Domestic Violence

Anticipated Discussion Topics
♦   Advocate community feedback solicitation—biometric issues
♦   GPIQWG SME-suggested biometric issues
♦   Awareness primer—privacy and information quality issues with justice's use of biometrics
♦   Scoping issues for awareness primer
♦   Target audience

2:45 p.m. – 3:00 p.m.	*Break*
3:00 p.m. – 4:15 p.m.	**GPIQWG Biometrics,** *Continued*

Judge Capizzi

Anticipated Discussion Topics
♦   Identification of additional content for awareness primer
♦   Suggestions for future GPIQWG biometric development

4:15 p.m. – 4:30 p.m.	**Next Steps and Closing Remarks**

Judge Capizzi

Anticipated Discussion Topics
♦   Review of today's action items
♦   Setting deadlines
♦   Plan for the following day's GPIQWG meeting

4:30 p.m.	*Adjournment*

Global Justice Information Sharing Initiative (Global)
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Meeting

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Mainsail East Ballroom

September 9, 2009

8:00 a.m. – 8:30 a.m.   *Continental Breakfast*

8:30 a.m. – 8:45 a.m.   **Introduction and Charge for the Day**
Judge Capizzi

Anticipated Discussion Topics
- Review of today's goals
- Charge to the group

8:45 a.m. – 10:00 a.m.   **Breakout Sessions**
Judge Capizzi

Breakout Groups
- Biometric Resources Task Team
- IQ Quick Reference Chart Task Team
- GPIQWG Success Task Team

10:00 a.m. – 10:15 a.m.   *Break*

10:15 a.m. – 11:15 a.m.   **Breakout Sessions,** *Continued*

11:15 a.m. – 11:45 a.m.   **Task Team Status Reports**
Judge Capizzi

Anticipated Discussion Topics
- Biometric Resources Task Team
- IQ Quick Reference Chart Task Team
- GPIQWG Success Task Team

11:45 a.m. – 12:00 Noon   **Next Steps and Closing Remarks**
Judge Capizzi

Anticipated Discussion Topics
- Next steps
- Review of action items and assignment of tasks
- Next meeting reminder—December 15–16, 2009, Charleston Place Hotel, Charleston, South Carolina

12:00 Noon   *Adjournment*