

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

Savannah, Georgia
June 19–20, 2012

June 19, 2012—Meeting Summary

BACKGROUND AND PURPOSE

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 June 19, 2012, in Savannah, Georgia, at 9:15 a.m. EST. 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*. The following individuals were in attendance.

GPIQWG CHAIR

The Honorable Anthony Capizzi
Montgomery County, Ohio, Juvenile Court

GPIQWG VICE CHAIR

Mr. Phil Stevenson
Arizona Criminal Justice Commission

Mr. Paco Aumand
Vermont Department of Public Safety

Mr. Steve Serrao
Memex Law Enforcement Solutions, U.S.

Kevin J. Bowling, J.D.
Ottawa County Fillmore Complex

Mr. Steve Siegel
Denver District Attorney's Office

Mr. Cabell C. Cropper
National Criminal Justice Association

Ms. Cindy Southworth
National Network to End Domestic Violence

Lieutenant Kathleen deGrasse
Illinois State Police

Mr. Carl Wicklund
American Probation and Parole Association

Ms. Becki R. Goggins
Alabama Criminal Justice Information Center

Ms. Tammy Woodhams
National Criminal Justice Association

Mr. Owen M. Greenspan
SEARCH, the National Consortium for Justice Information and Statistics

IIR STAFF:
Ms. Christina Abernathy
Institute for Intergovernmental Research

Ms. Anne Elizabeth Johnson
National Governors Association

Ms. Terri Pate
Institute for Intergovernmental Research

Sheriff Michael Milstead
Minnehaha County Sheriff's Office

Mr. John Wilson
Institute for Intergovernmental Research

Mr. Jason O'Neal
Chickasaw National Lighthouse Police Department

Mr. Charles Robb
National Association of State Chief Information Officers

WELCOMING REMARKS AND INTRODUCTIONS

Judge Capizzi welcomed the attendees to the meeting and then provided an overview of the agenda (refer to attachment). He read a summary of the privacy for technology minutes from the February 7, 2012, meeting and referred the group to the synopsis and draft outline for this product, which was developed by Mr. Alan Carlson, Chief Executive Officer, Superior Court of Orange County California. This product will be developed through a task team approach with Mr. Carlson as lead. Lieutenant Kathleen deGrasse, Privacy Officer, Statewide Terrorism and Intelligence Center, Illinois State Police, volunteered to join this task team.

Finally, Judge Capizzi asked for any changes to the February 7–8, 2012, GPIQWG draft meeting summary. Since there were none, the summary was approved. He announced the next meeting dates, which are November 27–28, 2012.

GLOBAL UPDATES

GAC Vice Chairman Carl Wicklund, Director, American Probation and Parole Association (APPA), referred members to the Global working group summaries provided in the meeting folders and provided the following key Global Executive Steering Committee (GESC) and Global Advisory Committee (GAC) updates.

- The next GESC meeting will be the summer planning meeting held on July 28, 2012.
- Mr. Wicklund referenced the complexity and challenges of the new BJA/OJP meeting approval process and thanked Institute for Intergovernmental Research (IIR) staffers and other members whose work is federal grant-driven for their efforts in navigating the new process for meeting approvals.
- In April of this year, BJA announced that OJP will begin adding a new special condition to its justice information sharing grants to require grantees to comply with Global guidelines and recommendations, including conforming to the Global Standards Package (GSP) and all constituent elements.

The condition language also requires that “any information exchange solution being developed must adequately address the protection of privacy and civil liberties of those subjects whose data is being shared.” OJP requires that, prior to implementation of an information exchange solution, such exchanges must be governed by an appropriate privacy policy that meets the minimum standards as described by DOJ’s Global Privacy Guide. A link is also provided to the Global Privacy Resources.

- The Global Bylaws were updated. With the creation of the Global Standards Council and the sunseting of the Global Security Working Group (GSWG) and the Global Infrastructure/Standards Working Group (GSWG), some membership positions were removed from Global. The revised bylaws allow more flexibility in membership. Traditionally, working group chairs populated the GESC, but since there are fewer of these groups, the GAC is looking at other positions to fill in the vacant seats.
- The following four Global Reference Architecture (GRA) standards were approved:
 1. Fingerprint Service—facilitates determination of physical identity based on submitted fingerprints.
 2. Terrorist Screen Center’s (TSC) Encounter Information Service—used by state or U.S. government territory-designated fusion centers to receive information regarding positive encounters from TSC, such as hits by local law enforcement on an extract of the Terrorist Watchlist.
 3. Supervision Conditions Summary Service—provides a summary of a person’s conditions of supervision to exchange partners.
 4. Service Specification Guidelines—provides a method for describing and documenting the scope of a service.

These standards are being vetted publicly and are receiving outstanding input from the field. Mr. Wicklund feels reassured that what is being provided to the GAC has been thoroughly vetted, not only by justice communities but also by the technical industry.

- The new “Global Information Sharing Toolkit (or ‘GIST’)” was demoed for the GAC, along with a call to action for GAC members to notify their constituents about the launch of the GIST. Judge Capizzi will provide a brief overview of the GIST later this morning.
- Congratulations to the CICC for *A Call to Action: A Unified Message Regarding the Need to Support Suspicious Activity Reporting and Training* (known as the “Unified Message”). Formally released at the 2012 National Fusion Center Training Event, the message (1) provides guidance to the public regarding reporting suspicious activity to law enforcement, (2) encourages agencies at all levels to work with DHS on its “If You See Something, Say Something” campaign, and (3) reiterates the importance of officer training. The SAR movement has expanded training to other public safety entities, as well as to the private sector, so that there is now online training available for probation and parole, first responders, corrections, and other areas that is designed specifically for those areas.
- The FBI is in the process of joining the National Information Exchange Federation (NIEF)—a collection of agencies in the United States that share sensitive law enforcement information. Created in 2008, NIEF is as an outgrowth of the Global Federated Identity and Privilege Management (GFIPM) program, with which it maintains a symbiotic relationship. Once you sign in to Law Enforcement Online (LEO), for example, you can now have access to a variety of resources.
- Mr. Jason Hutchens, Director, Division of Planning and Assessment, Indiana Department of Homeland Security, provided a “Global success in the field” story via the Indiana Data Exchange (IDEx) Project. Mr. Hutchens highlighted and demonstrated his agency’s use of a range of Global-supported solutions, including the GRA, GFIPM, and NIEM to connect disparate justice and public safety systems, and the use of Global privacy resources. He also spoke about the savings for the state by using these products. He speaks at different conferences and meetings about this effort, which helps promote Global products.
- An update was provided on the vetting progress of and support for the *National Strategy for Information Sharing and Safeguarding* and Global’s *Transforming the Nation’s Justice and Public Safety Information Sharing Business Model* call to action. The transformation model project is currently addressing a GAC recommendation for the advancement of interstate information sharing that will be across domains as well. Issues that will need to be addressed include the sharing between open-records states and those that are more restrictive and court redress. A Global task team convened earlier this year to determine the best approach to this issue. The team determined to create an awareness paper, promote a dynamic engagement process to increase awareness and solicit feedback from the field, structure priorities and tasks based on that feedback, and propose solutions for implementation.
- The Criminal Intelligence Coordinating Council (CICC)/Global Intelligence Working Group’s (GIWG) Privacy Committee is looking at the privacy issues associated with the intelligence gathering use of unmanned drones. Mr. Wicklund reminded the group that this privacy concern raised previously by this group, is now becoming a real focus for Global. Sheriff Mike Milstead, Minnehaha County Sheriff’s Office, said that with troops coming back from Iraq, these tools are becoming easier to acquire by law enforcement. Traditionally, though, law enforcement has always had air assets. Though these may be helicopters, they are still air assets used during emergencies, hostage situations, fugitive tracking, etc. Conceptually, the difference is that traditional air assets are manned, while drones are unmanned. There are current barriers to using drones, such as the restrictions by the Federal Aviation Administration (FAA) that specify what the drones may be used for and how they may be used. For example, drones cannot be used over major metropolitan areas and are permitted to fly only at certain heights. It is critical, if drones are deployed, that entities have a good policy on use and that privacy and civil liberties concerns are integrated into that policy. This is an opportunity for Global to assist justice entities in establishing these policies.

Mr. Steve Siegel, Director, Special Programs Unit, Denver District Attorney’s Office, asked what developments there are regarding privacy and information quality with regard to prescription drug monitoring and law enforcement. Mr. Wicklund stated that certain groups are raising issues around privacy and concerns about too much information

being available to law enforcement. Mr. Phil Stevenson, Director, Statistical Analysis Center, Arizona Criminal Justice Commission, said that this would be a critical issue for this group to take on at some point. This is health information that is being shared among law enforcement. Another issue is sharing that information across states. BJA, through its special-condition language (mentioned earlier) for the justice information sharing grants, has made Global solutions, including Global's privacy solutions, part of grant program requirements. The grant condition may be the inroad to this effort. Ms. Anne Elizabeth Johnson, Policy Analyst, National Governors Association (NGA), said that NGA is looking at prescription drug monitoring with Alabama and Colorado on a new project.

STATUS OF OTHER PRIVACY EFFORTS

Ms. Anne Elizabeth Johnson, Policy Analyst, Homeland Security and Public Safety, National Governors Association (NGA), spoke about two efforts by NGA:

- An issue paper that NGA released that focused on lessons learned through its privacy policy academies. Some of the lessons learned included empowering a team to develop a privacy policy for justice information sharing, as well as emphasis on performing privacy impact assessments (PIA). The brief had five primary recommendations for states considering developing a privacy policy: (1) perform a PIA, (2) complete a legal analysis of laws, (3) establish a team of stakeholders for developing the policy, (4) write the privacy policy, and (5) audit compliance and enforce the policy.
- The Next Generation Policy Academy (which includes Pennsylvania, Maryland, Puerto Rico, Kansas, and Missouri) will implement policy frameworks that implement the suite of Global tools (e.g., Global Federated Identity and Privilege Management [GFIPM], Global Reference Architecture [GRA], Global privacy solutions). NGA developed a tool to evaluate states' readiness for this academy, which included criteria to determine whether state entities are ready to draft and/or implement privacy policies. Most of the states were in a good position to develop privacy policies.

Mr. Wicklund spoke about the Association of State Correctional Administrators (ASCA)/APPA project to develop a privacy policy template for reentry, particularly for information sharing with social services, behavioral health, etc. This effort deals with individuals coming out of prison and sharing information (medical, behavioral, and substance abuse information) from the justice domain into the human services domain, as well as sharing these types of information between community service providers and corrections for intake assessment purposes. A conference call will be held on June 21, 2012, with the development team to map out action items with a meeting to be hosted on July 9–11, 2012, for the purpose of drafting the privacy policy template. This is very individualized information that is being shared. Access is not being provided to an entire database, so this is a little different from our traditional privacy efforts. There are very few memoranda of understanding (MOUs) between organizations, but instead there are individualized release forms for very specific uses and purposes. Mr. Kevin Bowling, J.D., Court Administrator, 20th Circuit Court, Ottawa County Fillmore Complex, said that for drug court in Michigan, there are MOUs with law enforcement, the jail, treatment centers, etc., which are all being shared on a regular basis with the drug court via these MOUs, but they are person-specific.

IJIS INSTITUTE DATA QUALITY PROJECT: IMPROVING DATA QUALITY IN CRIMINAL JUSTICE RECORDS SYSTEM

Mr. Steve Serrao, Director, Memex Law Enforcement Solutions, U.S., and GPIQWG IJIS Institute representative, provided an overview of the IJIS Institute's Data Quality Project and its draft discussion paper, titled *Improving Data Quality in Criminal Justice Records Systems*. IJIS is made up of about 160 companies that come together in a nonprofit group to set standards for justice information sharing. IJIS has about a dozen standing committees. One of these, the Data Quality Subcommittee, put this document together and would like for this group to review it. There are four main points to keep in mind about this paper:

- It is a draft document and is in its earliest form.
- IJIS will maintain ownership of this document and publish it through the IJIS process.
- Initially, this project was worked with the Law Enforcement National Data Exchange (N-DEx) program and the Federal Bureau of Investigation's (FBI) Criminal Justice Information Services (CJIS), but it is now being focused to cover all justice data quality issues.
- Though the FBI has been helpful to the IJIS group, this is not an FBI-endorsed product.

Most of the individuals on the IJS committee are either from the technology industry or consultancies (aka, technology and policy experts). There are a handful of items that talk about data quality issues, and then there are some suggestions for moving forward to build a toolkit for performing evaluations of data quality. IJS is requesting a peer review by GPIQWG, with feedback being sent to Mr. Serrao, or feedback can be sent to greg.trump@ijis.org. Mr. Trump is the representative to the IJS committee.

Judge Capizzi thanked Mr. Serrao for providing an overview of the document and also extended an invitation to the IJS committee's industry members to come and attend GPIQWG and further discuss information quality issues and this project with the group. He emphasized the expertise that this group has on this particular topic and how GPIQWG could be a help to this effort.

GPIQWG PRODUCT STATUS: *PRINCIPLES OF FAMILIAL DNA—PRIVACY, CIVIL RIGHTS, AND CIVIL LIBERTIES POLICY DEVELOPMENT TEMPLATE*

Mr. Stevenson gave an update on the familial DNA searching privacy template. It is currently in review by the Office of the Deputy Attorney General (ODAG), U.S. Department of Justice. Once the DOJ reviews are complete and the product is approved, the next step will be submitting it for the Global Advisory Committee.

Mr. Stevenson asked the group to think about outreach of this product. How do we get this product out, and who should it be distributed to? Mr. Siegel said there are four states (Wyoming, Colorado, Virginia, and California) that are fully operational in familial DNA searching. He stated that many people do not understand the complexity involved in this process. Many times, there is confusion between familial DNA searching and collecting DNA upon arrest. Also, there are different opinions as to whether familial DNA searching is reserved as a last resort process or used as an ongoing tool and whether this should fall into a category of nonviolent crime or should be reserved only for cold case/violent crimes. Colorado has a library of outreach efforts that GPIQWG could leverage to promote this product.

NEW ONLINE RESOURCE: GLOBAL INFORMATION SHARING TOOLKIT (GIST)

Judge Capizzi provided an overview of the Global Information Sharing Toolkit (GIST). Judge Capizzi referenced the printed slide deck included in the meeting folders. For the past six months, the Global Outreach Working Group (GOWG) has devoted time to developing ways to search the multitude of U.S. DOJ's Global solutions available via the Office of Justice Programs Justice Information Sharing Web site (www.it.ojp.gov/gist). Simply put, the purpose of the GIST is to efficiently and effectively navigate the entire range of Global solutions to zero in on the best combination of deliverables for online searchers' specific justice business problems. Based on the user's navigational preference, there are three ways to locate Global resources: (1) search, (2) browse, or (3) guide.

For the first approach, "search," users can enter key words, phrases, or titles. The second method, "browse," uses a classification hierarchy, whereas the third option, "guide," presents business needs for users to choose from to get resource results. It is a very user-friendly way to find products to fit the user's needs from the Global product family. Judge Capizzi discussed examples of how to use each of the search tools and how to quickly filter to the most applicable product results.

A Webinar was hosted on the GIST, which will be made available online soon through the National Criminal Justice Association (NCJA) Justice Information Sharing Practitioners (JISP) Website at www.jispnet.org.

NEW PRODUCT FOR 2012: PRIVACY POLICY WIZARD

Ms. Becki Goggins, Alabama Health Insurance Exchange, talked about the Privacy Policy Wizard drafting session held on May 30–31, 2012, with Christina Abernathy, Senior Research Associate, IIR, and Mr. John Wilson, Senior Research Associate, IIR, at the Tallahassee, Florida, IIR offices.

The wizard will be a user-friendly online tool that will electronically walk a policy author through the process of writing a justice entity's privacy, civil rights, and civil liberties policy. After registering for a user account, users will be requested to complete a brief online profile. Using this profile, the wizard will customize and display only those privacy policy

questions that both suit the entity's information handling function(s)—whether the entity creates information, receives and stores information from other agencies, and/or is a pass-through point—as well as the types of information the entity handles—criminal history, intelligence, suspicious activity reports, terrorism-related information, etc.

Policy authors will be guided step by step through individual privacy policy questions, grouped into policy modules. Authors will draft language in form fields or have the option to skip or mark “not applicable” any of the policy provisions. Responses will be saved to the user's account and made available for download or e-mail. Authors will be able to complete a privacy policy at their own pace, allowing time for further research or for vetting completed or partial drafts through appropriate approval bodies. Help will be provided throughout this process via several mechanisms. Sample policy language will be available alongside each policy provision for the policy author's reference or for the author to select, if desired, to automatically populate the author's form field for editing and customization. More information buttons will be provided that feature clarifying explanations to help further the user's understanding.

The wizard also will feature a menu that includes a glossary of privacy terms, sample privacy policies, and a listing of federal privacy citations and synopses, as well as an interactive legal citation page where users may select links to their state statutes to search for applicable citations. Recommended search terms also will be provided to assist in this process. Additional Global privacy resources will be highlighted as well, such as the policy review checklist.

NEW PRODUCT FOR 2012: GLOBAL PRIVACY RESOURCES CD

The *Global Privacy Resources* CD will replace the *Global Privacy Guide Overview* CD and will feature not only the Global privacy guide (as the former CD did), but all of the resources in the *Global Privacy Resources* booklet. The CD also will feature a new item, a set of Privacy Frequently Asked Questions (FAQs). GPIQWG has not completed an FAQ before. The basis for the content of the FAQs was the “Foundational Concepts” chapter in the privacy guide. The group reviewed the proposed CD layout and determined that it was intuitive and easy to follow. Tomorrow, the task team will review, edit, and reorder the draft FAQs and possibly add new ones if needed.

NEW PRODUCT FOR 2012: ESTABLISHING A PRIVACY OFFICER FUNCTION WITHIN A JUSTICE ENTITY: RECOMMENDED RESPONSIBILITIES AND TRAINING

Judge Capizzi reviewed the draft privacy officer content with the attendees and facilitated a discussion for enhancing this resource (as reflected in key discussion items, below) in preparation for the next day's breakout session planned for continuing draft work and development:

- The U.S. Department of Homeland Security's (DHS) U.S. Immigration and Customs Enforcement (ICE) has been hiring privacy officers and placing them nationally. ICE also has a job description.
- The recommended privacy officer qualifications need to be balanced so that they are not large agency-focused in order to assist smaller agencies.
- One suggestion is to recommend that smaller agencies contact local or regional partners for working together to develop a privacy policy. Each law enforcement agency, for example, may not establish its own privacy officer, but we could recommend that agencies reach out to their state or associations. By linking to state information sharing systems, for example, smaller agencies may be able to work with the privacy officers for their state systems. This would provide the agencies with a point of contact who is well-versed on privacy protections.
- In referencing the “Do you need a full-time privacy officer?” section and locally operated agencies, it was recommended that regional privacy officers also may be an option (e.g., four or five counties that may have one person designated as a privacy officer in order to pool resources). A regional privacy officer would be more efficient, since each entity is operating under the same state requirements and the same laws.
- Recommended changing the terminology from “privacy officer” to “privacy function.”
- It is important to encourage privacy policy implementation through technology. Thomas M. Clarke, Ph.D., Vice President, Research and Technology, National Center for State Courts, was quoted as saying, “you cannot think of a privacy policy that cannot be 100% implemented by technology.” However, phone calls, subpoenas, etc., are responded to by humans, so there are areas that cannot be resolved by system technology alone.
- Lieutenant deGrasse noted that her agency, the Illinois State Police, requires that its fusion center privacy officer be an attorney, since this individual hands out legal advice.

NEXT STEPS AND CLOSING REMARKS

Judge Capizzi reminded the attendees that the structure of tomorrow's meeting is to host two separate breakout group sessions—the Privacy Officer Function Training Task Team and the Global Privacy Resources CD Task Team. Judge Capizzi asked the members to begin thinking about the privacy model for new technologies as well.

Judge Capizzi thanked everyone for their input and active participation. The meeting was adjourned at 4:30 p.m.

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

Savannah, Georgia
June 19–20, 2012

June 20, 2012—Meeting Summary

Judge Capizzi convened the second day of GPIQWG meetings, leading the meeting in furtherance of and alignment with the GPIQWG's *Vision* and *Mission Statements*. The following individuals were in attendance.

GPIQWG CHAIR

The Honorable Anthony Capizzi
Montgomery County, Ohio, Juvenile Court

Mr. Paco Aumand
Vermont Department of Public Safety

Kevin J. Bowling, J.D.
Ottawa County Fillmore Complex

Mr. Cabell C. Cropper
National Criminal Justice Association

Lieutenant Kathleen deGrasse
Illinois State Police

Ms. Becki R. Goggins
Alabama Criminal Justice Information Center

Mr. Owen M. Greenspan
SEARCH, the National Consortium for Justice Information and Statistics

Ms. Anne Elizabeth Johnson
National Governors Association

Sheriff Michael Milstead
Minnehaha County Sheriff's Office

Mr. Jason O'Neal
Chickasaw National Lighthouse Police Department

Mr. Charles Robb
National Association of State Chief Information Officers

GPIQWG VICE CHAIR

Mr. Phil Stevenson
Arizona Criminal Justice Commission

Mr. Steve Serrao
Memex Law Enforcement Solutions, U.S.

Mr. Steve Siegel
Denver District Attorney's Office

Ms. Cindy Southworth
National Network to End Domestic Violence

Mr. Carl Wicklund
American Probation and Parole Association

Ms. Tammy Woodhams
National Criminal Justice Association

IIR STAFF:

Ms. Christina Abernathy
Institute for Intergovernmental Research

Ms. Terri Pate
Institute for Intergovernmental Research

Mr. John Wilson
Institute for Intergovernmental Research

WELCOMING REMARKS AND INTRODUCTIONS

Judge Capizzi welcomed the attendees back and described the format of the breakout sessions. Before attendees adjourned into the breakouts, two updates were provided on the following projects:

1. Mr. Cabell Cropper, Executive Director, National Criminal Justice Association (NCJA), provided an overview of the "Advancing Inter-Domain and Inter-State Criminal Justice Information Sharing" project. This is based on Global products and solutions. This project will focus by state, local, and tribal criminal justice agencies to implement promising policies, practices, and technology solutions related to justice information sharing. This will be implemented in partnership with BJA's Justice Training and Technical Assistance (JTTAC) and the National Training

and Technical Assistance Center (NTTAC), etc. They will develop a matrix of all jurisdictions receiving justice information sharing training and technical assistance (TTA). Included in this is technical assistance and financial support for state criminal justice administering agencies (SAAs) to promote the development and implementation of governance and privacy policies for interdomain and interstate justice information sharing. Assistance will be provided to three or more pilot sites to implement promising policies, practices, and technology solutions related to justice information sharing leveraging Global tools and standards. At the end, a lessons-learned product will be published as well as guidance for other jurisdictions. Delivery of a Webinar series also will follow.

2. Ms. Becki Goggins, Privacy and Data Specialist, Alabama Health Insurance Exchange, briefed the group on a new project called the National Strategy for Trusted Identities in Cyberspace (NSTIC). The National Institute of Standards and Technology (NIST) and Alabama are working together to create a trusted group of users through the creation of an online trusted identity (via GFIPM). This project will include policies and security standards. “The NSTIC project envisions a cyberworld that improves upon the passwords currently used to log-in online. It would include a vibrant marketplace that allows people to choose among multiple identity providers—both private and public—that would issue trusted credentials that prove identity.”¹

Judge Capizzi reviewed the list of members for each task team and guided the teams to focus on drafting and/or refining their respective draft products and identifying remaining tasks to be completed.

TASK TEAM SYNOPSES AND STATUS REPORTS

The two groups met until 11:00 a.m., at which time they provided the following task team status reports.

Privacy Officer Function Task Team

Lead: Judge Capizzi

Cabell Cropper

Charles Robb

Paco Aumand

Kathleen deGrasse

Owen Greenspan

John Wilson

Jason O’Neal

Steve Serrao

Steve Siegel

Tammy Woodhams

Carl Wicklund

Christina Abernathy

The team:

- Worked on the wording of the introductory content.
- Restructured the order of sections and grouped several under a main “Considerations” section.
- Removed the international examples and inserted more examples.

Action items:

- Paco Aumand, Kathleen deGrasse, Charles Robb, John Wilson, and Steve Serrao will review and provide updates.
- A next draft or drafts will be vetted through the task team prior to a full working group review and approval of a final product.

¹ www.nist.gov/nstic

Global Privacy Resources CD Task Team

Lead: Phil Stevenson

Terri Pate

Cindy Southworth

Kevin Bowling

Anne Elizabeth Johnson

Becki Goggins

Mike Milstead

- Discussed the value of a CD versus an online environment.
- Organized FAQ questions according to the privacy program life cycle.
- Developed the following additional FAQs:
 - What are the consequences of not having a privacy policy?
 - What are the consequences of poor information quality?
 - What is the policy evaluation checklist?
 - Who needs to be trained?
 - How often should the privacy policy be reviewed?

Action Items: The wording of the FAQs needs to be simplified. Mr. Stevenson volunteered to work on simplifying the FAQ explanations. The FAQs will be updated further and a review completed by the task team, with the final draft being presented and reviewed by GPIQWG at the November meeting.

NEXT STEPS AND CLOSING REMARKS

Judge Capizzi reviewed the meeting action items and encouraged those responsible for specific writing tasks to complete them in a timely fashion and send them to Ms. Abernathy. Judge Capizzi thanked everyone for their participation and hard work during the breakout sessions today and for IIR's staff support. He reminded the attendees of the next meeting dates, November 27–28, 2012 (location to be determined).

The meeting was adjourned at 11:30 a.m.

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



Savannah Marriott Riverfront Hotel
100 General McIntosh Boulevard
Savannah, GA 31401
(912) 233-8897



Savannah Ballroom D

Agenda—Tuesday, June 19, 2012

9:15 a.m. – 9:45 a.m.

Welcoming Remarks and Overview

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

Topics

- ◆ Welcome back—Ms. Tammy Woodhams, Senior Staff Associate, National Criminal Justice Association
- ◆ Published GPIQWG products now available for distribution (in meeting folders):
 - *Privacy, Civil Rights, and Civil Liberties Policy Development Template for State, Local, and Tribal Justice Entities*
 - *An Introduction to Familial DNA Searching for State, Local, and Tribal Justice Agencies—Issues for Consideration*
- ◆ First-draft 2012 products for group and breakout team review:
 - *Global Privacy Resources CD*
 - *Establishing a Privacy Officer Function Within a Justice Entity: Recommended Responsibilities and Training*
- ◆ Privacy model for new technologies ad-hoc task team: Request for volunteers
- ◆ February 7–8, 2012, GPIQWG draft meeting summary
- ◆ Agenda overview
- ◆ Fall GPIQWG meeting date

9:45 a.m. – 10:15 a.m.

Global Updates

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

Topics

- ◆ Newly adopted Office of Justice Programs (OJP) Justice Information Sharing grantee special conditions: Global Standard Package and Privacy
- ◆ Meeting updates:
 - GESC, April 10, 2012, and Global Advisory Committee (GAC), April 11, 2012
- ◆ Next GESC meeting: Summer planning meeting—July 28, 2012
- ◆ Global working group updates (in meeting folders)
- ◆ Other Global-related updates

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



Savannah Marriott Riverfront Hotel
100 General McIntosh Boulevard
Savannah, GA 31401
(912) 233-8897



Savannah Ballroom D

Agenda—Tuesday, June 19, 2012 (continued)

- 10:15 a.m. – 10:30 a.m. **Status of Other Privacy Efforts**
Mr. Wicklund
Ms. Anne Elizabeth Johnson, Policy Analyst, Homeland Security and Public Safety, National Governors Association
Projects
 - ◆ Status of corrections privacy policy template initiative, sponsored by the Association of State Correctional Administrators (ASCA) and the American Probation and Parole Association (APPA)
 - ◆ New NGA Brief—"A System of Trust: Privacy Policies for Justice Information Sharing"
 - ◆ NGA Next Generation Justice Information Sharing Policy Academy
 - ◆ Other project updates
- 10:30 a.m. – 10:45 a.m. **Break**
- 10:45 a.m. – 11:15 a.m. **IJIS Institute Data Quality Project: Improving Data Quality in Criminal Justice Records Systems**
Mr. Steve Serrao, Director, Memex Law Enforcement Solutions, U.S., and GPIQWG IJIS Representative
Topics
 - ◆ IJIS Data Quality Subcommittee
 - ◆ IJIS data quality project scope and purpose
 - ◆ Draft discussion paper: *Improving Data Quality in Criminal Justice Records Systems*
 - ◆ Formal request for GPIQWG review
- 11:15 a.m. – 11:30 a.m. **GPIQWG Product Status: Principles of Familial DNA Searching—Privacy, Civil Rights, and Civil Liberties Policy Development Template**
Mr. Phil Stevenson, GPIQWG Vice Chair and Director, Statistical Analysis Center, Arizona Criminal Justice Commission
Topics
 - ◆ Review through BJA/OJP
 - ◆ Recommendations for October GAC approval
 - ◆ Suggestions for product outreach to states using familial DNA searching

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



Savannah Marriott Riverfront Hotel
100 General McIntosh Boulevard
Savannah, GA 31401
(912) 233-8897
Savannah Ballroom D



Agenda—Tuesday, June 19, 2012 (continued)

- 11:30 a.m. – 12:00 Noon **New Online Resource:** Global Information Sharing Toolkit (GIST)
Judge Capizzi
Topics
- ◆ Launched at April 2012 GAC meeting
 - ◆ Available at www.it.ojp.gov/gist
 - ◆ Purpose of the GIST—to navigate Global solutions
 - ◆ Three features: Search, Browse, and Guide
- 12:00 Noon – 1:30 p.m. *Lunch (on your own)*
- 1:30 p.m. – 2:30 p.m. **New Product for 2012:** Privacy Policy Wizard
Ms. Becki Goggins, Alabama Health Insurance Exchange
Ms. Christina Abernathy, Institute for Intergovernmental Research (IIR)
Mr. John Wilson, IIR
Topics
- ◆ Summary of May 30–31, 2012, task team drafting sessions
 - ◆ User profile (filtering process)
 - ◆ Proposed wizard format
 - ◆ Overview of wizard navigation process
 - ◆ Recommended persistent menu options
 - ◆ Recommendations for further guidance and help topics
- 2:30 p.m. – 3:00 p.m. **New Product for 2012:** *Global Privacy Resources CD*
Mr. Stevenson
Topics
- ◆ Replaces the outdated Privacy Guide Overview CD
 - ◆ Presentation of CD content pages
 - ◆ Integration of Privacy Program Cycle in CD layout
 - ◆ Use of FAQs (excerpted from Global Privacy Guide)
 - ◆ Recommendations for other resources and functionality to include
 - ◆ Development plan
- 3:00 p.m. – 3:15 p.m. *Break*

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



Savannah Marriott Riverfront Hotel
100 General McIntosh Boulevard
Savannah, GA 31401
(912) 233-8897
Savannah Ballroom D



Agenda—Tuesday, June 19, 2012 (continued)

3:15 p.m. – 4:15 p.m.

New Product for 2012: *Establishing a Privacy Officer Function Within a Justice Entity: Recommended Responsibilities and Training*

Judge Capizzi

Topics

- ◆ Discussion of target audience
- ◆ Justifications for a privacy officer and real-world examples
- ◆ Recommended privacy officer responsibilities
- ◆ Recommended privacy officer qualifications
- ◆ Recommended training resources and concepts
- ◆ Action items for breakout task team:
 - Identify and draft assumptions to guide reader to appropriate resources
 - Sample organizational models (e.g., where this function may fit in various entity structures—for example, prosecutor's office, city police department)

4:15 p.m. – 4:30 p.m.

Next Steps and Closing Remarks

Judge Capizzi

Topics

- ◆ Review of today's action items
- ◆ Plan for the following day's GPIQWG meeting

4:30 p.m.

Adjournment

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



Savannah Marriott Riverfront Hotel
100 General McIntosh Boulevard
Savannah, GA 31401
(912) 233-8897



Savannah Ballroom D

Agenda—Wednesday, June 20, 2012

9:15 a.m. – 9:30 a.m.

Introduction and Charge for the Day

Judge Capizzi

Topics

- ◆ Welcome
- ◆ Review of today's goals and charge to the task teams
 - **Privacy Officer Function Task Team**
 - **Global Privacy Resources CD Task Team**

9:30 a.m. – 11:00 a.m.

(Task teams will break as needed.)

Breakout Sessions

Judge Capizzi

GPIQWG Breakout Groups

- ◆ **Privacy Officer Function Task Team**
 - Review and update draft flyer
 - Draft basic assumptions
 - Draft sample organizational models
 - Finalize recommended privacy officer responsibilities
 - Finalize recommended privacy officer qualifications
 - Determine whether any training gaps exist
 - Finalize list of existing training resources
 - Task team assignments and plan for completion
- ◆ **Global Privacy Resources CD Task Team**
 - Review and update content mock-up
 - Review and update FAQs
 - Finalize topics/resources to be included
 - Plan for content completion

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



Savannah Marriott Riverfront Hotel
100 General McIntosh Boulevard
Savannah, GA 31401
(912) 233-8897
Savannah Ballroom D



Agenda—Wednesday, June 20, 2012

- 11:00 a.m. – 11:20 a.m. **GPIQWG Task Team Status Reports**
Judge Capizzi
Topics
◆ Privacy Officer Function Task Team
◆ Global Privacy Resources CD Task Team
- 11:20 a.m. – 11:30 a.m. **Next Steps and Closing Remarks**
Judge Capizzi
Topics
◆ Review of action items and assignment of tasks
◆ Reminder, fall 2012 GPIQWG meeting dates
- 11:30 a.m. *Adjournment*

