

Privacy Program Charter

Introduction

The City increasingly interacts with the public by electronically collecting and exchanging data in the course of conducting everyday business processes. The Seattle Privacy Program will provide policy, operational support and guidance concerning privacy impacts associated with data collection, data retention, video surveillance technologies, mobile computing, social media and internet-based interactions that are conducted in the course of doing City business.

Specific responsibilities include the creation and administration of policy, compliance metrics, education, maintenance and support for privacy related compliance across the City of Seattle. The program will operate with the executive sponsorship of the Chief Technology Officer and in response to Seattle City Council resolution XXXX calling for the creation and maintenance of supporting policy and operational support for the Privacy Principles adopted under that resolution.

Mission

To build public trust about the use and management of personal and sensitive information through the creation of a privacy program devoted to creating, documenting, communicating, and assigning accountability for the City of Seattle privacy policies and procedures. This includes defining a governance structure to ensure appropriate accountability and supportive infrastructure is in place to comply with and maintain privacy policies.

Organization

Other elements of the IT governance structure will support and be influenced by the Privacy Program:



In Scope

This program provides privacy policies, procedures and best practices governing the collection and management of the public’s personal information by the following:

- City of Seattle Departments and external agencies with which we share that information in the course of delivering City services or protecting public safety and critical infrastructure. See the [Seattle.gov website](#) for a complete list of City departments and agencies.
- Third parties contracted by us to deliver City services or gather information on behalf of the City in support of City service delivery or function.

Out of Scope

The following is out of scope for this program:

- Personal information we obtain in our capacity as an employer. Employment information is covered under separate policies which may be found on our [Human Resources website](#).
- Actions taken or information collected by county, state or federal government agencies outside of City service delivery and function.

Program Deliverables

The work product developed for this program include:

Communications

- Website and deliverables to educate interested outside parties about the Privacy Program
- Departmental and executive level briefings as required

Education and Awareness

- Online privacy and information privacy and security training class for appropriate City employees
- Education and awareness events and materials to promote issue awareness

Operational Support

- Operational Privacy Toolkit and website to provide
- Standards and processes to support privacy obligations and legal and regulatory compliance
- Privacy impact review process and support for new and existing projects
- Breach response protocols for privacy impacting incidents
- Support and organization for Privacy Champion Program

Enterprise-wide budget participation

- Budget support for departmental and enterprise-wide impacts

Workplan

2015 workplan is [here](#).

Document Control

Ownership: This document is maintained by the Privacy Program Manager.

Update cycle: Annual, from date of adoption

Version	Date	Changes	Approval
Charter 1.0	2/5/2015	First version	Michael Mattmiller, CTO