

**IDENTITY ECOSYSTEM STEERING GROUP
CHARTER OF
THE PRIVACY COORDINATION STANDING COMMITTEE**

DRAFTED: October 19, 2012

ADOPTED: April 10, 2013

1. **Official Title.** Privacy Coordination Standing Committee (hereafter referred to as “the Privacy Committee”).
2. **Rationale.** It is the position of the National Strategy for Trusted Identities in Cyberspace (NSTIC) and the Identity Ecosystem Steering Group (IDESG) that individual privacy requires focused attention and protection within the identity ecosystem. Privacy will be enhanced by a strong and independent Privacy Coordination Standing Committee and is essential to earn the trust of the American public and international community.

The Privacy Committee is created to proactively work with all IDESG working groups to identify and remediate privacy concerns as they arise and ensure the implementation of the NSTIC Privacy-enhancing and Voluntary Guiding Principle.
3. **Authority.** Under the authority of the Identity Ecosystem Steering Group Charter and By-laws, this charter establishes the Privacy Committee.
4. **Scope of Objectives.**
 - a. The Privacy Committee shall facilitate and promote the implementation of the Privacy-enhancing and Voluntary Guiding Principle of the National Strategy for Trusted Identities in Cyberspace (NSTIC) in the Identity Ecosystem Framework.
 - b. The Privacy Committee shall maintain liaisons with privacy working knowledge to work with each working group and standing committee in the Plenary to build privacy into their deliverables as appropriate.
 - c. The Privacy Committee shall provide a formal review of working group and standing committee work products, based on a consistent evaluation methodology, of privacy and identity-related civil liberties risks and issues before final review and approval by the IDESG.
 - d. The Privacy Committee shall identify privacy issues in the Identity Ecosystem Framework and make recommendations to remedy them.
5. **Roles and Responsibilities.**
 - a. Responsibilities of the Chair
 - i. The Chair is the presiding officer of the Privacy Committee, and guides its efforts to the effective completion of its tasks.
 - ii. The Chair shall adhere to the Charter and such other rules of order and operating procedures as the Privacy Committee may adopt.

- iii. The Chair shall maintain a respectful environment that allows all members to be heard and work to build consensus within the Privacy Committee.
- iv. The Chair shall assign liaisons to the working groups and standing committees to ensure privacy expertise is available during the development of work products and recommendations, and assist them as needed. This responsibility may be delegated.
- v. The Chair shall be responsible for working with other working group and standing committee chairs, the Plenary Chair, the Management Council Chair and the Secretariat as appropriate to resolve concerns about mitigating privacy risks and issues in Steering Group work products.
- vi. The Chair shall encourage and promote membership recruitment to increase committee membership as necessary to support balanced viewpoints on privacy within the Privacy Committee.
- vii. The Chair shall report to the Identity Ecosystem Plenary Chair or the Management Council as needed.
- viii. The Chair shall be responsible for addressing any impediments to the effective functioning of the Privacy Committee and taking appropriate corrective actions.
- b. Responsibilities of the Vice Chair
 - i. The Vice Chair shall support the Chair in fulfilling his or her responsibilities.
 - ii. The Vice Chair shall assume and perform the duties of the Chair in the event the Chair is absent or unavailable.
- c. Responsibilities of the Secretary
 - i. The Secretary shall write meeting minutes and present them to the Privacy Committee for approval.
 - ii. The Secretary shall support the Chair in fulfilling his or her responsibilities.
 - iii. The Secretary shall maintain the Privacy Committee's membership roster.
 - iv. The Secretary shall assume and perform the duties of the Chair in the event that both the Chair and Vice-Chair are absent or unavailable.
- d. Responsibilities of the Liaisons
 - i. The Liaisons shall attend meetings of their assigned working groups or standing committees.
 - ii. The Liaisons shall work with the Working Groups to present, explain and facilitate the application of the privacy evaluation methodology.
 - iii. The Liaisons shall work to identify privacy risks and issues in their assigned working groups or standing committees' work products and provide guidance on mitigating these risks and issues.
 - iv. The Liaisons shall report on the activities of the other committees and work groups with whom they liaise to the Privacy Committee and shall maintain appropriate documentation to support these reports.
- e. Responsibilities of the Privacy Committee Members
 - i. Privacy Committee members shall attend meetings of the Committee and work to support the objectives of the Privacy Committee.

- ii. Privacy Committee members shall provide confirmation to the Secretary of their status as members of the Privacy Committee and shall inform the Secretary if that status changes.
- iii. Privacy Committee members shall adhere to the Charter and such other rules of order and operating procedures as the Privacy Committee may adopt.
- iv. Privacy Committee members shall strive for a respectful environment that allows all members to be heard and work to build consensus within the Privacy Committee.

6. **Evaluation Methodology.** It is the responsibility of the Privacy Committee to develop, maintain, and adhere to a consistent evaluation methodology for reviewing work products, identifying privacy risks, and providing mitigating recommendations. The Privacy Committee shall develop processes and tools using a standard set of criteria based on the Fair Information Practice Principles as referenced in the NSTIC and related and consistent privacy frameworks or relevant privacy best practices. The Privacy Committee shall publish the methodology to the Steering Group.

7. **Conduct of Meetings.** The Privacy Committee shall convene as needed, but no less than once per month, with a minimum of five working days' notice, where possible. During these meetings, the Privacy Committee shall make decisions by consensus or voting in the absence of consensus. All Privacy Committee members, including the Chair, Vice Chair, and Secretary, shall have voting rights. The Privacy Committee shall conduct meetings according to the procedures laid out in the Identity Ecosystem Steering Group By-laws.

Meetings of the Committee shall be conducted in an orderly fashion and the Chair shall encourage consensus. The Committee shall conduct meetings according to the procedures laid out in the Identity Ecosystem Steering Group By-laws, together with these rules supplemented, where necessary, with Roberts Rules of Order (11th Edition).

Meetings shall not be recorded in audio or video formats unless:

- Requested by the Secretary to aid in the production of meeting minutes or notes, or if requested by one or more absent participants who wish to afterwards listen to the meeting; and
- The request is supported unanimously and explicitly by all participants at each meeting.

Under no circumstance shall audio or video recordings of Privacy Committee meetings substitute for meeting minutes or meeting notes. Recordings shall never constitute or become a part of the official or permanent record of the Privacy Committee. Recordings shall not be distributed except to the individual meeting participants who requested them. The Chair shall ensure that all original copies of meeting recordings are destroyed within 72 hours after each meeting, and shall request all participants to destroy copies of audio or video recordings within 72 hours of the meeting.

- 1 8. **Membership and Designation.** Membership in the Privacy Committee is open to all members
2 and member associates of the Identity Ecosystem Steering Group. The Chair’s responsibilities
3 include ensuring the availability of privacy expertise and a balance of privacy viewpoints.
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5 Membership participation requirements, and rights and responsibilities shall conform to the
6 Identity Ecosystem Steering Group By-laws.
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8 9. **Election of Officers.** The Privacy Committee shall annually elect the Chair, Vice-Chair, and
9 Secretary by simple majority vote.
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11 10. **Subcommittees.** The Privacy Committee may create subcommittees. A subcommittee may not
12 work independently of the Privacy Committee and has no authority to make decisions on behalf
13 of the Privacy Committee. Subcommittees shall report only to the Privacy Committee and shall
14 maintain appropriate documentation of their activities to support these reports.
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16 11. **Reporting and Accountability.** The Privacy Committee shall periodically create reports about its
17 activities and make these reports available to the public. The Privacy Committee also shall
18 provide a report of its privacy concerns to the Plenary for any work product it does not endorse.
19 The Privacy Committee shall report to the Management Council and Plenary Chair upon request.
20 The Secretariat shall provide administrative assistance in the development of these reports.
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22 12. **Duration/Termination.** The Privacy Committee shall continue for the duration of the Identity
23 Ecosystem Steering Group or until it may be dissolved by amendment to the Identity Ecosystem
24 Steering Group Charter, whichever may be the earlier.