

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

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ADOPTED: April 10, 2013

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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 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 and standing committees 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 governing documents, this charter establishes the Privacy Committee.
4. **Scope of Objectives.**

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.
 - a. The Privacy Committee shall provide a formal review of working group, standing committee and other special group’s work products (which includes ad hoc working groups and committees as identified and deemed appropriate by the Privacy Committee), based on a defined evaluation methodology, consisting of privacy and identity-related civil liberties risks and issues before final review and approval by the IDESG.
 - b. The Privacy Committee shall work with each active working group, standing committee, and other special groups in the IDESG to establish and maintain liaisons to build privacy into their deliverables as appropriate.
 - c. The Privacy Committee shall identify privacy issues in the Identity Ecosystem Framework and make recommendations to remedy them.

- d. The Privacy Committee shall work to inform the IDESG and the general public of the activities of the committee through various forums and media, including webinars, articles, white papers, and roundtable discussions.

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 coordinate with active IDESG working groups, standing committees, and other special groups as to establish and maintain liaisons, with primary preference for Privacy Committee-designated liaisons.
- v. The Chair shall be responsible for leading Privacy Committee interaction with all other elements of the IDESG as appropriate to resolve concerns about mitigating privacy risks and issues in IDESG work products.
- vi. The Chair shall encourage and promote membership recruitment to increase committee membership as necessary to ensure the availability of privacy expertise and to support balanced viewpoints on privacy within the Privacy Committee.
- vii. The Chair shall report to the IDESG Plenary or the Management Council as needed.
- viii. The Chair shall be responsible for ensuring that any impediments to the effective functioning of the Privacy Committee are addressed and appropriate corrective actions are taken.
- ix. The Privacy Committee Chair shall, as necessary, call for volunteers to chair working groups and appoint working group chairs.
- x. The Privacy Committee considers transparency to be of the highest importance and is committed to the very best practices of transparency. The Chair shall be responsible for ensuring these best practices are embodied by the Privacy Committee as a whole.

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 designated working groups, standing committees, or special groups as necessary.
 - ii. Liaisons shall be members in good standing of the working groups, standing committees, or special groups they liaise with. Liaisons shall consult with the Privacy Committee as appropriate.
 - iii. Liaisons are considered to be members of the Evaluation Subcommittee (ESC).
 - iv. The Liaisons and the ESC shall work with the IDESG working groups, standing committees, and special groups to present, explain and facilitate the application of the Privacy Committee's Privacy Evaluation Methodology.
 - v. The Liaisons shall work to identify privacy risks and issues in their designated working groups, standing committees, or special groups' work products and provide guidance on mitigating these risks and issues.
 - vi. The Liaisons shall report on the activities of the working groups, standing committees, or special groups with whom they liaise to the Privacy Committee in a manner to be determined by the Privacy Committee.
- 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.
- f. Responsibilities of the Privacy Committee subcommittee and working group Chairs (Chairs)
 - i. Chairs shall report their ongoing progress to the full Privacy Committee at every official meeting.
 - ii. Chairs are responsible for guiding subcommittee and working group efforts to the effective completion of their tasks.
 - iii. Chairs shall maintain a respectful environment that allows all members to be heard and work to build consensus within their subcommittees and working groups.

6. Evaluation Methodology. It is the responsibility of the Privacy Committee to develop, maintain, and adhere to a consistent privacy evaluation methodology for reviewing IDESG work products, identifying privacy risks, and providing mitigating recommendations. The Privacy Committee

1 shall develop processes and tools using a standard set of criteria based on the Fair Information
2 Practice Principles as referenced in the NSTIC and related and consistent privacy frameworks or
3 relevant privacy best practices. The Privacy Committee shall publish the methodology to the
4 Steering Group. The current approved version of the Privacy Evaluation Methodology (PEM)
5 shall be found on the Privacy Committee page of the IDESG website.

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- 7 7. **Conduct of Meetings.** The Privacy Committee shall convene as needed, but no less than once
8 per month, with a minimum of five working days' notice, where possible. During these meetings,
9 the Privacy Committee shall make decisions by consensus or voting in the absence of consensus.
10 All Privacy Committee members, including the Chair, Vice Chair, and Secretary, shall have voting
11 rights. The Committee shall conduct meetings according to the procedures laid out in the
12 Identity Ecosystem Steering Group governing documents, together with these rules
13 supplemented, where necessary, with Robert's Rules of Order (11th Edition). Meetings of the
14 Committee shall be conducted in an orderly fashion and the Chair shall encourage consensus.

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

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

19 Under no circumstance shall audio or video recordings of Privacy Committee meetings
20 substitute for meeting minutes or meeting notes. Recordings shall never constitute or become a
21 part of the official or permanent record of the Privacy Committee. Recordings shall not be
22 distributed except to the individual meeting participants who requested them. The Chair shall
23 ensure that all original copies of meeting recordings are destroyed within 72 hours after each
24 meeting, and shall request all participants to destroy copies of audio or video recordings within
25 72 hours of the meeting.

- 26 8. **Membership and Designation.** Membership in the Privacy Committee is open to all members
27 and member associates of the IDESG. IDESG participants who have subscribed to the Privacy
28 Coordination Standing Committee Listserv ([Privacy_sc](#)) shall be considered Members of the
29 Privacy Committee for purposes of voting for Officers. All official notices of the Privacy
30 Committee will occur via the listserv. Membership participation requirements, including rights
31 and responsibilities, shall conform to the Identity Ecosystem Steering Group governing
32 documents.

- 33
- 34 9. **Election of Officers.** The Privacy Committee shall annually elect the Chair, Vice-Chair, and
35 Secretary by simple majority vote.

- 36 a. **Eligibility.** A person may only run for one Privacy Committee Officer position per
37 election cycle. An Officer of the Privacy Committee may not simultaneously serve as an
38 Officer of another IDESG Committee. Those eligible for Officer positions shall be

restricted to those who are subscribed to the Privacy Committee listserv as of the call for nominations.

- b. **Candidates.** A single unified call for candidates for Elected Officers shall be issued up to ninety (90) days but not less than forty-five (45) days prior to the end of terms of office. Candidates for office shall have the opportunity to provide both written and oral statements as a part of the election process; every effort should legitimately be made to provide a statement in-person or virtually.
- c. **Voting.** For the purposes of electing Officers, only Members of the Privacy Committee at the time of the Call for Nominees for Officer Election may vote for Officer positions. Voting shall occur electronically, with the ballot open for seven (7) days. Voters shall have the opportunity to abstain from voting for any or all races. The voting procedures – including a list of the candidates, when the ballot is open, and when the ballot is closed – shall be announced to the Privacy Committee membership via the listserv prior to the election. The results shall be announced by close of business on the next business day following the closing of the ballot.
- d. **Term.** The term of office shall begin on March 1 and run for one year. The election for all Officer positions shall occur simultaneously. A nominee may withdraw at any time prior to the issuance of ballots.
- e. **Special Elections.** In the event that an Officer voluntarily resigns or is unable to complete his or her term of office due to a change in membership status with respect to the Privacy Committee or the IDESG, the position shall be deemed vacant and the Privacy Committee shall elect a successor as set forth in this Section. Should an Officer become unable to fulfill their commitment, he or she shall be expected to vacate their position. Once vacated, a replacement must be chosen by election at the earliest reasonable opportunity in accordance with this Section to fill the remaining portion of the unexpired term, unless there is less than ninety (90) days remaining in the term of office. Vacancies shall not affect the ability to make decisions.

10. **Subcommittees and Working Groups.** The Privacy Committee may create subcommittees and working groups. Subcommittees are created by a majority vote of the Privacy Committee; working groups are created by the Chair or, if requested, by a majority vote of the Privacy Committee. Subcommittees are to be continuing and permanent in nature, ending only by majority vote of the Privacy Committee. Working groups are to be temporary in nature, ending when their objective has been completed, or by majority vote of the Privacy Committee. The appointed/elected chairs of both subcommittees and working groups must report regularly to the Privacy Committee at its regularly scheduled meeting time. Subcommittees and working groups shall report only to the Privacy Committee and shall maintain appropriate documentation of their activities to support these reports. A subcommittee or working group may not work independently of the Privacy Committee and has no authority to make decisions on behalf of the Privacy Committee.

- a. **Selection/Election/Appointment of Subcommittee Chairs.** After each Privacy Committee election, or upon resignation of a serving subcommittee chair, the Privacy

1 Committee Chair shall ask for volunteers to chair each of the permanent subcommittees
2 of the Privacy Committee. In the event of multiple volunteers for a single position, an
3 election shall be held to determine the chair of the subcommittee, using the same rules
4 and procedure as required for general Privacy Committee elections.

5 b. **Permanent Subcommittees of the Privacy Committee**

6 i. ***Evaluation Subcommittee (ESC)***. There shall be established a permanent
7 Evaluation Subcommittee responsible for evaluating IDESG work products to
8 ensure that each working group and standing committee in the Plenary builds
9 privacy into their deliverables as appropriate. The ESC shall use the Privacy
10 Evaluation Methodology (PEM) documents approved by the Privacy Committee
11 to perform its duties.

12 ii. ***Privacy Evaluation Methodology Development Subcommittee (PEM-Dev)***.

13 There shall be established a permanent Privacy Evaluation Methodology
14 Development Subcommittee responsible for developing and updating the
15 Privacy Evaluation Methodology (PEM) according to the guidelines set in § 6,
16 above. The PEM-Dev Subcommittee shall update the PEM on a semi-annual
17 basis, seeking comment from both the Privacy Committee and the IDESG as a
18 whole.
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20 11. **Reporting and Accountability**. The Privacy Committee shall periodically create reports about its
21 activities and make these reports available to the public, including a report of its evaluation of
22 each submitted work product. The Privacy Committee shall report to the Management Council
23 and Plenary upon request. The Privacy Committee shall utilize IDESG resources in the
24 development and furnishing of these reports.
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26 12. **Duration/Termination**. The Privacy Committee shall continue for the duration of the IDESG or
27 until it may be dissolved by amendment to the IDESG governing documents, whichever may be
28 the earlier.