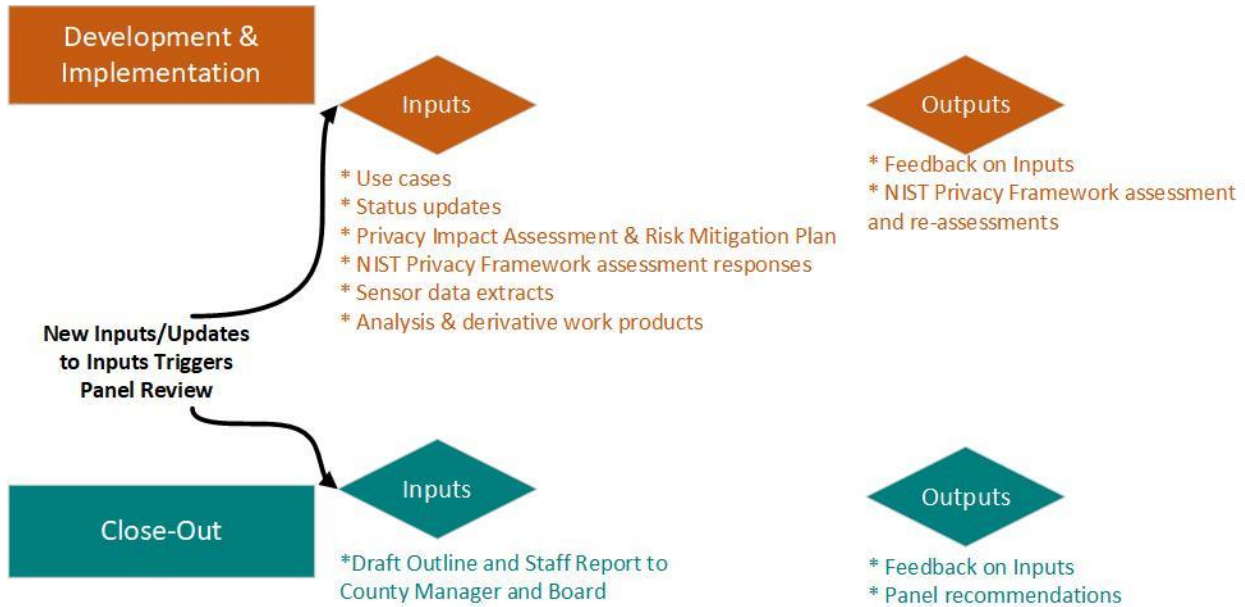


Safety & Innovation Zone Data Privacy Oversight Panel



Goals and Methodology

1. Provide support with development and implementation of the project's privacy risk management objectives and risk mitigation.
 - Inputs
 - Project Use Cases
 - Project Privacy Impact Assessment and Risk Mitigation Plan
 - Project status updates
 - Supplemental references materials, as applicable
 - The Panel will review the inputs during project planning to facilitate finalizing and operationalizing them throughout the project. Changes to any documents will trigger a re-review.
 - Outputs
 - Feedback on inputs; requests for additional inputs as needed
 - Completion of a NIST Privacy Framework-based project assessment
2. Provide oversight of project privacy risk mitigation efforts throughout pilot program, verifying County activity alignment with commitments and raising any new areas of privacy risk consideration.
 - Inputs
 - Project Privacy Impact Assessment and Risk Mitigation Plan
 - NIST Privacy Framework-based project assessment with County updates
 - Sensor data extracts
 - Analyses and other derivative work products (e.g., reports, dashboards, data monitoring/transfer logs)
 - Project status updates
 - The Panel will review the inputs on a monthly basis..
 - Outputs
 - Feedback and responses to inputs; requests for additional inputs as needed

3. Review final report and recommendations
 - Inputs
 - Safety & Innovation Zone Staff Report Outline
 - Safety & Innovation Zone Staff Report to County Manager and County Board
 - The Panel will review the inputs, including revisions, prior to their presentation to the County Board.
 - Outputs
 - Feedback on inclusion of/reference to privacy considerations in Outline and Report
 - Provision of privacy-related project and enterprise recommendations for staff consideration

Membership Roles and Responsibilities

Chair

- **Jaime Lees**, Arlington County Chief Data Officer to lead the Panel, receive the inputs and coordinate the production of the outputs.

Members

- **Holly Hartell**, Arlington County Assistant Chief Information Officer to facilitate communications and updates to project work based on Panel feedback
- **John Burke**, Arlington County Information Technology Advisory Commission to provide privacy-informed feedback and technical review of program and data components; and to serve as liaison between Panel and Commission
- **Sharon Valencia**, Arlington County Emergency Preparedness Advisory Commission to provide privacy-informed feedback and technical review of program and data components; and to serve as liaison between Panel and Commission
- **Robin Thottungal**, Arlington County Community Member to provide privacy-informed feedback and technical review of program and data components;
- **Nirup Menon** (GMU) and **Kevin Heaslip** (VT), Commonwealth Cyber Initiative to contribute subject matter expertise in establishing and monitoring privacy risk management activities

Observer Members

- **Kendall Beebe**, Commonwealth Cyber Initiative to facilitate project and Panel oversight
- **Kevin Broadhurst**, Comcast/Juganu to facilitate availability of technology and process information and data needed to perform Panel activities
- **William Wallace**, US Ignite to facilitate availability of technology and process information and data needed to perform Panel activities

Meetings/Frequency

Virtual meetings will be held monthly. A Meeting Agenda and Inputs will be provided to the Panel at least 5 days prior to the scheduled meeting. Outputs will be produced no later than 7 days after the scheduled meeting. Meetings will be advertised and open to the public.

Updated: November 15, 2021