

**Data Privacy and Integrity Advisory Committee (DPIAC)  
Summary of May 14, 2009, Public Meeting  
Washington, DC**

Committee members in attendance:

Chairman J. Howard Beales, III	James W. Harper
Joseph Alhadeff	Kirk Herath
Ana I. Anton	David A. Hoffman
Ramon Barquin	Lance Hoffman
Thomas M. Boyd	Joanne McNabb
Daniel W. Caprio, Jr.	Charles Palmer
Renard Francois	Neville Pattison
D. Reed Freeman, Jr.	John Sabo

Also in attendance:

Mary Ellen Callahan, Chief Privacy Officer and Sponsor  
Martha K. Landesberg, Executive Director and Designated Federal Official

**Morning Public Session**

Chairman Howard Beales called the meeting to order at 9:00 a.m.

DHS Privacy Office Update

Mary Ellen Callahan, Chief Privacy Officer, Department of Homeland Security

Ms. Callahan provided an update on the activities of the Privacy Office since the Committee last met, including accomplishments of the Compliance, Policy, Privacy Technology and Intelligence, Freedom of Information Act, International Privacy Policy, and Privacy Incidents and Inquiries teams, and reported on her recent trip to Europe and meetings with her EU counterparts. Ms. Callahan also discussed her vision for the Committee's work. She asked the Committee to focus its work for the remainder of the year on the Department's engagement with the public, with particular emphasis on DHS redress programs, individual access to personal information, and educating members of the public about their rights and responsibilities with respect to DHS redress programs. A question and answer period followed Ms. Callahan's presentation.

US-VISIT Program Update

Paul Hasson, Privacy Officer US-VISIT

In keeping with the Committee's focus on redress at DHS, Mr. Hasson provided an overview of the US-VISIT program, which advances the security of the United States through the use and sharing of biometric information of non-United States citizens for identity management. Mr. Hasson presented data on the volume of travelers processed,

and updated the Committee on 10-fingerprint collection, biometric entry and exit procedures, and redress. The US-VISIT redress process provides a mechanism for individuals to submit complaints related to specific travel incidents. US-VISIT worked closely with DHS to develop the DHS Traveler Redress Inquiry Program (DHS TRIP). DHS TRIP has been well utilized since its implementation; over 120 requests have been filed in 2009, with an average response time of ten days. Mr. Hasson invited discussion from the Committee and provided answers to members' questions.

### E-Verify Program Update

Katherine J. Lotspeich, Deputy Chief, Verification Division, U.S. Citizenship and Immigration Services (USCIS); Michael Mayhew, Special Operation Branch Chief (Acting), Verification Division, USCIS; Elizabeth Dennison, Program and Management Analyst, USCIS

Ms. Lotspeich, Mr. Mayhew, and Ms. Dennison provided an overview of actions that the E-Verify program has taken in response to recommendations on employer authentication set out in the Committee's 2008 E-Verify Report. The program has established a "Registration Re-Engineering Initiative" to determine the best way to improve program usability and to validate (1) organizations using the system, (2) individual registrants, and (3) the link between the organization and the registrant. Presenters noted that the first phase of implementing the Committee's recommendations could go live by the end of 2009. A question and answer period followed the presentation, and Committee members expressed satisfaction with the progress the program has made to date on the recommendations.

### **Afternoon Public Session**

#### Subcommittee Updates

Privacy Architecture Subcommittee Co-Chair Joanne McNabb and Data Integrity and Information Protection Subcommittee Co-Chair Ramon Barquin provided brief updates on their respective subcommittees' ongoing work.

Data Acquisition and Use Subcommittee Chair David Hoffman presented a draft white paper on DHS Information Sharing and Access Agreements (ISAAs) with external organizations, for deliberation and vote by the full Committee. Several amendments were introduced and discussion followed. The Committee voted unanimously to approve the draft as amended. The white paper includes recommendations for DHS in the areas of Oversight, Threshold Analysis, Sharing Agreements, Communications, and Audit Procedures, as follows:

#### **Oversight**

- That the Secretary direct all components to utilize ISAAs when sharing personal information with other Federal agencies and other external parties.

- That the Secretary establish an Information Sharing Review Board (ISRB) to develop, manage, and oversee a Department-wide information sharing process, including guidance for threshold analysis, agreement requirements, communications, and audit procedures.

#### **Threshold Analysis**

- That the Secretary require all component Privacy Officers, or responsible parties in components lacking a Privacy Officer, to complete an information sharing threshold analysis (ISTA) whenever they receive an inquiry for information sharing.

#### **Sharing Agreements**

- That DHS prepare and document components of the ISAA itself, including a template, with robust information privacy and security provisions based on the FIPPs policy framework.

#### **Communications**

- That the DHS Privacy Office develop and implement a comprehensive information sharing training program for component Privacy Officers and other parties responsible for DHS sharing agreements.
- That the DHS Privacy Office develop and implement a communications protocol designed to support Component Privacy Officers and other responsible parties in communicating the terms and compliance requirements of ISAAs to affected individuals.

#### **Audit Procedures**

- That DHS prepare, document, and apply auditing standards and protocols to measure compliance with the information sharing process and ISAA terms.

#### Public Comments and Questions to the Committee

Chairman Beales opened the floor for public comments at 3:15 p.m. As there were no public comments, Chairman Beales adjourned the meeting at 3:20 p.m.

*The DHS Data Privacy and Integrity Advisory Committee provides advice at the request of the Secretary of DHS and the Chief Privacy Officer of DHS on programmatic, policy, operational, administrative, and technological issues within the DHS that relate to personally identifiable information (PII), as well as data integrity and other privacy-related matters. Materials presented to the Committee, including all Committee reports and recommendations, and meeting summaries and transcripts, are available to the public on the Committee's web page on the DHS Privacy Office website, [www.dhs.gov/privacy](http://www.dhs.gov/privacy).*