

Office of the Program Manager—Information Sharing Environment

Privacy Guidelines Committee

CHARTER

Official Designation: Charter of the Program Manager, Information Sharing Environment (PM-ISE), to establish a standing ISE Privacy Guidelines Committee (PGC).

Objectives and Scope of Activity: The PGC is established pursuant to the *Guidelines to Ensure that the Information Privacy and Other Legal Rights of Americans are Protected in the Development and Use of the Information Sharing Environment* (ISE Privacy Guidelines) by the PM-ISE to provide ongoing guidance on the implementation of the ISE Privacy Guidelines “so that, among other things, agencies follow consistent interpretations of applicable legal requirements, avoid duplication of effort, share best practices, and have a forum for resolving issues on an interagency basis.”

Consultation: In carrying out its duties to ensure consistency and standardization (where feasible) in guidelines implementation, serve as a forum to share best practices and resolve interagency issues, and continually refine privacy guidance, the PGC shall consult with the Privacy and Civil Liberties Oversight Board (PCLOB) for ongoing advice regarding the protection of privacy and civil liberties in agencies’ development and use of the ISE. PCLOB representatives may attend PGC meetings, provide advice, and review and comment on guidance, as appropriate.

Duration: This Charter is subject to revision or revocation pending progress of ISE Implementation Plan (ISE-IP) performance and demonstration of continued need, in the discretion of the PM-ISE or other ISE-IP implementation authority.

Reporting: The PGC shall report to the PM-ISE or to the PM-ISE’s designee.

Support Services: The Office of the PM-ISE shall provide needed implementation support services to the PGC, including creating and distributing guides, methodologies, and other tools, providing mechanisms for obtaining feedback, responding to common questions, and sharing best practices and lessons learned.

Membership: The PGC shall consist of the ISE privacy officials designated by the departments and agencies that are members of the Information Sharing Council (ISC).

Meetings and Leadership: The PGC will be chaired by a chair or chairs designated by the PM-ISE from among the ISC member agency privacy officials designated as

members of the PGC. The PGC will meet at least monthly at the call of the chair(s), with meeting dates and locations to be set by the chair(s). PGC meetings will not be open to the public unless determined otherwise by the chair(s).

Duties: The PGC carries out activities in pursuit of the objectives listed in the section of this charter entitled Objectives and Scope of Activity. If an issue cannot be resolved by the PGC, the PM-ISE will address the issue through the established ISE governance process. The PGC should request legal or policy guidance on questions relating to the implementation of the guidelines from those agencies having responsibility or authority for issuing guidance on such questions. The PGC will perform its duties consistent with and in furtherance of the assignment of the President's functions under Section 1016(b) of the Intelligence Reform and Terrorism Protection Act to the Office of the Director of National Intelligence, with the assistance of the PM-ISE.

Working Groups: The PGC's process and structure will include the establishment of issue-specific and/or subject-matter working groups. Working groups may include PGC members and representatives from ISC and non-ISC federal agencies; representatives of state, local, and tribal agencies; and representatives from the private sector, as determined to be appropriate. All working group members shall be approved for membership by the chair(s) of the PGC, including the designation of working group chairs. The working groups will meet as required to carry out their responsibilities and prepare deliverables and recommendations, which will be submitted to the PGC and, if approved, forwarded to the PM-ISE for review and approval and submission to the ISC, as appropriate.

Establishing Authority: The President approved the establishment of the PGC when he approved the ISE Privacy Guidelines.

Date of Charter: April 2007.