

**MEMORANDUM NO. 143-A**

**TO: All Departments and Agencies Under the Mayor**

**FROM: Michael B. Hancock, Mayor**

**DATE: April 9, 2021**

**SUBJECT: Information Governance Committee**

This Memorandum shall be attached to and become part of Executive Order No. 143.

- 1.0 Charter.** The charter of the Information Governance Committee (IGC) shall be to provide guidance and oversight for the development, adoption, and revision of policies, standards, procedures, etc., to meet regulatory rules, contractual terms or recognized standards for data privacy, security, and information governance.
- 2.0 Participants.** The IGC shall invite representatives and subject matter experts from departments and/or agencies as participants to help develop privacy policies, standards, procedures, etc.
- 3.0 Process.** The IGC shall establish and document a process for developing policies, standards, procedures, etc. (“Privacy Practices”). The process document shall be published and available for review by interested parties. The process shall address:
  - 3.1 Identifying and prioritizing Privacy Practices.
  - 3.2 Inviting input and assigning people from affected departments and agencies to form working groups.
  - 3.3 Defining roles and responsibilities of working group participants.
  - 3.4 Defining minimum components of Privacy Practices to include adoption periods, compliance exceptions, and a method for receiving comments and feedback on effectiveness.
  - 3.5 Maintaining meeting minutes, voting procedures, and records.
  - 3.6 Reviewing and approving Privacy Practices by the City Attorney for legality.
  - 3.7 Allowing for review and comment by agencies before implementation of Privacy Practices.
  - 3.8 Communicating Privacy Practices as necessary throughout the City, published in a manner accessible by the public or stored in a way to protect confidentiality as appropriate.

- 3.9 Periodic review of Privacy Practices to ensure their currency and relevance over time.
- 3.10 Identification and regular reporting of performance metrics to the Chief Performance Officer on the implementation and effectiveness of Privacy Practices.