



Committee on Information Technology

Office of the City Administrator

San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Suite 352

Draft Minutes

Privacy and Surveillance Advisory Board Meeting City and County of San Francisco

Friday, March 25, 2022

9:00 am – 11:00 am

WebEx Online Event

Members

Jillian Johnson – Chair, Director, Committee on Information Technology

Guy Clarke – IT Governance Director, San Francisco International Airport

Mark de la Rosa – Director of Audits, City Service Auditor, Controller's Office

Michelle Littlefield – Chief Data Officer, Data SF and Digital Services

Mike Makstman – Chief Information Security Officer, Department of Technology

Taraneh Moayed – Assistant Director, Office of Contract Administration

Nnena Ukuku – Public Member

1. Call to Order by Chair

Jillian Johnson called the meeting to order at 9:03 am.

2. Roll Call

Jillian Johnson

Guy Clarke

Mark de la Rosa

Mike Makstman

Taraneh Moayed

Nnena Ukuku

COIT Staff

Julia Chrusciel

Guests

Andres Power

David Lazar

Asja Steeves

Ivy Lee

Zach Porianda

Diana Oliva-Aroche

3. Resolution Making Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953(e) (Action Item)

The resolution was approved unanimously.

4. Approval of Minutes from March 11, 2022

The minutes of March 11, 2022 were approved without changes.

5. Department Updates & Announcements

There were no department updates or announcements from the chair or board members.

6. Review and Approval of Surveillance Technology Policy: Non-City Entity/ Third-Party Cameras (Action Item)

Asja Steeves and Deputy Chief David Lazar presented on Non-City Entity/ Third-Party Cameras on behalf of the Police Department.

PSAB committee members suggested several amendments to the policy including:

- Clarify that live monitoring data is only accessible to sworn and explain the written approval process that will be required for access to live monitoring
- Specify how long live monitoring authorization is valid for
- Clarify that data from all non-city entities is shared on a completely voluntary basis and that there is no obligation for owners of cameras purchased with city grant funds to turn over footage outside of a warrant
- Include the terms of contracting requirements for any evidence management system

PSAB also asked for information about the rights of visitors within residences in terms of notification about data being shared with the Police.

PSAB provisionally approved that the policy move forward to COIT for their review if SFPD made all requested changes and presented the modified policy to PSAB on Thursday, March 31.

7. Adjournment

The meeting adjourned at 10:21 am.