



## Notice

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

**Friday, August 27, 2021**

**9:00 am – 11:00 am**

Meeting will be broadcast online via WebEx event

To view the online presentation, join the meeting using this link:

<https://ccsf.webex.com/ccsf/j.php?MTID=mc6ec2e9c1c8ce55d20d130480f757293>

Members of the public may use email address [coit.staff@sfgov.org](mailto:coit.staff@sfgov.org) to join the WebEx meeting if needed.

If you wish to offer public comment, call in to phone number 415-655-0001 using access code 146 170 0061.

## Agenda

### 1. **Call to Order by Chair**

### 2. **Roll Call:**

Taraneh Moayed – Chair, Assistant Director, Office of Contract Administration  
Blake Valenta – Analytics Strategist, DataSF, City Administrator's Office  
Mark de la Rosa – Acting Chief Auditor Executive, City Service Auditor, Controller's Office  
Maria McKee – Director of Research & Planning, Juvenile Probation  
Kenneth Bukowski – Deputy City Administrator, Office of the City Administrator  
Mike Makstman – Chief Information Security Officer, Department of Technology  
Todd Rydstrom – Deputy Controller, Controller's Office  
Guy Clarke – IT Governance Director, San Francisco International Airport  
Nnena Ukuku – Public Member

### 3. **Approval of Minutes from June 11, 2021 (Action Item)**

### 4. **Department Updates and Announcements**

### 5. **Review and Approval of Surveillance Technology Policy: Social Media Marketing Software (Action Item)**

The following departments will be using the citywide policy standard for the ongoing use of Social Media Marketing Software:

- San Francisco Public Library: Social Media Monitoring Platform: Hootsuite

### 6. **Review and Approval of Surveillance Technology Policy: Third-Party Cameras (Action Item)**

The following departments will be using the citywide policy standard for the ongoing use of Third-Party Cameras:

- War Memorial Department: Third-Party Camera Agreement with San Francisco Symphony

**7. Public Comment**

**8. Adjournment**

# Sunshine Ordinance

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## Know Your Rights Under the Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

**For more information on your right under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.**

Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone: (415) 554-7724, Fax: (415) 554-5784  
E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Accessible Meeting Information: COIT encourages participation by persons with disabilities. Meeting locations are wheelchair accessible. To request an accommodation such as real time captioning, ASL interpretation, materials and handouts in electronic format or other accommodations, please contact (415) 554-4577 or [coit.staff@sfgov.org](mailto:coit.staff@sfgov.org). Providing at least 72 hours advance notice will help to ensure availability.

Individuals who influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and website: <http://www.sfgov.org/ethics>.