



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, August 27, 2021

9:00 am – 11:00 am

WebEx Meeting

Members

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

Michael 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

1. Call to Order by Chair

Ms. Taraneh Moayed called the meeting to order at 9:03 am. An announcement was made that Matthias Jaime, former Director of the Committee on Information Technology, was no longer working for the city and that Kenneth Bukowski will sit on the PSAB board in his place.

2. Roll call

Taraneh Moayed, Blake Valenta, Mark de la Rosa, Maria McKee, Kenneth Bukowski, Mike Makstman, Todd Rydstrom, and Guy Clarke were present. Nnena Ukuku was not present.

COIT Staff

Julia Chrusciel

Emma Fernandez

Department Representatives and Guests

Kate Patterson

Randle McClure

Jaime Wong

Colleen Burke-Hill

Ronald Tolosa

Donna D'Cruz

David Pilpel
Kelly Ferguson
Jordan

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

The minutes of June 11, 2021 were approved without changes. Four PSAB members approved and three abstained from the vote.

4. Department Updates and Announcements

Ken Bukowski stated that the Board of Supervisors recently passed a new notice requirement for all departments with final approved policies. The requirement was created in a Rules Committee hearing in July 2021. All departments subject to the noticing requirement will be contacted about what steps they need to take for compliance by COIT staff.

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

Kate Patterson from the San Francisco Library presented on the software Hootsuite. She explained (a) what kind of information is gleaned from Hootsuite, (b) if that information includes anything that is not publicly available, and (c) how information is processed by Hootsuite. Kate Patterson confirmed that the information collected by Hootsuite was not beyond what was publicly available, nor was data available beyond general aggregate information. PSAB board members questioned whether this technology should fall under the definition of surveillance technology. Julia Chrusciel verified that this technology currently falls under the 19B Ordinance's definition of surveillance technology, but that this aspect of the definition could be subject to change through an amendment by the Board of Supervisors.

A member of the public noted that the Library presentation needed to be added to the COIT website, requested if templates used could be posted publicly to the COIT website, and agreed with the assessment that social media should not be considered surveillance technology.

A vote was taken. Blake Valenta, Mark de la Rosa, Maria McKee, Kenneth Bukowski, Mike Maktsman, Todd Rystrom, and Guy Clarke all voted to approve the policy. Nnena Ukuku was absent. The policy was approved.

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

Colleen Burke-Hill of the War Memorial Department presented the department's Third-Party Camera policy based on its agreement with the San Francisco Symphony.

Taraneh Moayed asked if agreement had been reviewed by the City Attorney's Office (CAO). Ken Bukowski asked why the Notification section had been omitted. Colleen Burke-Hill said that section was not provided on the original form. Ken Bukowski also requested retention language. Todd Rydstrom asked if the third party needs to stick to retention schedule and Julia Chrusciel confirmed that third-party entities were not required to adhere to a city-mandated data retention schedule. Prior to taking any action, PSAB members requested CAO guidance with respect to the applicability of Chapter 19B to third parties.

A member of the public commented that there were no templates on the COIT website. Taraneh Moayed asked Julia Chrusciel to post those documents on the COIT website unless there was a reason why they should not be posted.

The vote was postponed.

7. Public Comment

A member of the public requested different formatting on the Surveillance Technology Inventory.

8. Adjournment

The meeting adjourned at 10:14 am.