



Committee on Information Technology

Office of the City Administrator

1 South Van Ness, 2nd Floor, San Francisco, CA 94103

Draft Minutes

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

Thursday, December 4, 2025

1:30 PM – 3:30 PM

City Hall, Room 305 and Webex Online Event

Members

Edward McCaffrey – Director, Committee on Information Technology (Chair)

Guy Clarke – IT Governance Director, San Francisco International Airport

Mikela Clemmons – Technical Director, Digital Services

Sam Glaser-Nolan, Technical Project Manager, Government Operations

Soumya Kalra – Chief Data Officer, DataSF

Nathan Sinclair – Chief Information Security Officer, Department of Technology

Georg Wolf – IT Audit Manager, Controller's Office

Mariam Abdel-Malek – Public Member

1. Call to Order by Chair

Edward McCaffrey called the meeting to order at 1:34 PM, provided instructions on how to give public comment, and conducted the roll call.

2. Roll Call

Present

Committee on Information Technology

San Francisco International Airport

Government Operations

DataSF

Controller's Office

Mariam Abdel-Malek, Public Member

Absent

Digital Services

Department of Technology

COIT Staff

Julia Chrusciel – Privacy Analyst, Committee on Information Technology

Damon Daniels – Technology Portfolio Manager, Committee on Information Technology

Danny Thomas Vang – Policy Analyst, Committee on Information Technology

3. General Public Comment

There was no public comment.

4. Approval of Meeting Minutes from April 24, 2025 (Action Item)

There was no public comment.

San Francisco International Airport made a motion to approve the minutes from April 24, 2025. Controller's Office seconded the motion.

The motion was approved by the following members. There were no votes in opposition.

- Committee on Information Technology
- San Francisco International Airport
- Government Operations
- DataSF
- Controller's Office

5. Department Updates & Announcements

Edward McCaffrey provided an update on the Controller's audit issued earlier this year, titled "The City Should Consider Risk-Based Monitoring of Surveillance Technology" published in October 2025. He also noted that the latest 19B Amendments require a twice-annual report on the Surveillance Technology Inventory status; the most recent inventory was released in September 2025, with the next scheduled for March 2026. Additional communications will be forthcoming for department staff.

6. Surveillance Technology Policy Review: Location Management System (Action Item)

Guy Clarke, Annie Chung, and Dushyant Singh presented on behalf of the San Francisco International Airport on their Virtual Vehicle Queuing System.

Subcommittee members sought clarification on the scope of transportation network companies covered, whether drivers authorize the Airport to retain their data when registering in the portal, how this process differs from existing Airport procedures, the contractual safeguards for QTrac, and the specifics surrounding external data sharing.

The Airport clarified that taxis use their own applications and that Waymo is outside of scope. This policy represents the third use case for the technology, which has already undergone and passed a Cyber Risk Assessment for two other departments. Drivers will opt in to data retention through the Terms and Conditions. Previously, the Airport received only vehicle make and model information, with no photos or individual driver profiles. Law enforcement will have access only to information related to the specific vehicle in question, and no data will be shared with Uber or Lyft.

Subcommittee members recommended the following edits:

- Add language establishing time limits for data retention, with specific reference to the internal or external policies governing retention practices.
- Clarify the definition of “limited dataset upon request” as used by the City Attorney in the context of data sharing, to ensure consistency across the listed departments.
- Provide the ability for drivers to delete their personal data and to update information within their profiles.
- Establish a recertification process that includes a regular check-in for long-standing drivers (such as an annual opt-in), or add language within the Terms and Conditions about opting in to continue sharing data.
- Provide consistency of information in the Data Sharing section.

There was no public comment.

Committee on Information Technology made a motion to move the policy to the Board of Supervisors. The Controller’s Office seconded the motion.

The motion was approved by the following members. San Francisco International Airport abstained from the vote.

- Committee on Information Technology
- Government Operations
- DataSF
- Controller’s Office

7. Adjournment

The meeting adjourned at 2:19 PM.