



Committee on Information Technology

Office of the City Administrator

Minutes

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

Friday, June 26, 2020

9:00 am – 11:00 am

*This meeting was held virtually via Microsoft Teams. A recording is available on www.sfcoit.org.

Members

Taraneh Moayed – Chair, Assistant Director, Office of Contract Administration
Mark de la Rosa – Acting Chief Auditor Executive, City Service Auditor, Controller's Office
Jason Lally – Data Services Manager, DataSF
Brian Roberts – Policy Analyst, Department of Technology
Matthias Jaime – Director, Committee on Information Technology
Nnena Ukuku – Public Member

1. Call to Order by Chair

Ms. Taraneh Moayed called the meeting to order at 9:20.

2. Roll call

Taraneh Moayed
Jason Lally
Brian Roberts
Todd Rydstrom
Matthias Jaime
Nnena Ukuku

COIT Staff

Emma Fernandez
Luke O'Neill
Inthisar Kamal

Public Members

Mark Corso
Joshua Gale
Chris Manners
Brad Taylor
Josh Smith

3. Approval of Minutes

The minutes of June 12, 2020 were approved without changes.

4. Review and Approval of Revised Surveillance Technology Policy: Drones (Action Item)

Department of Technology (DT)

Mr. Chris Manners presented DT's revised Drone policy and described one authorized use case, which is to capture drone footage for video productions

Mr. Chris Manners reviewed changes made to the policy, including revisions in the Data Retention which clarified personal identifiable information (PII) will not be retained. He added that drone footage captured by DT for video productions is intended to be an enduring record of City operations.

In conversation with PSAB members, DT was recommended to make the following changes to the Policy:

- In the Data Collection section of the Policy, remove data types that are inadvertently captured (e.g., license plates, facial features).
- Follow the Film Commission's approach to flying Drones.
- Include information on what type of data will be collected on individuals and data retention policy in all public notices.
- For the data sharing checklist, partition the checklist to indicate data sharing for broadcast purposes and data sharing with other entities.
- Share contract with cloud service provider with COIT staff.
- DT to delete data from Drone between 24 and 72 hours after data collection

There was no public comment.

DT's Drone Policy was approved unanimously with recommended changes.

Fire Department (FIR)

Mr. Mark Corso presented FIR's revised Drone policy. Among the changes, Mr. Corso explained that, for public noticing, FIR will let the public know about Drone flights to the extent they can. Mr. Mark Corso talked about working with the Department of Emergency Management (DEM) about sending text notifications with public notice information but noted that these conversations with DEM are ongoing.

Mr. Mark Corso also explained that footage collected by FIR's Drones will be considered current records and will be retained for one year.

In conversation with PSAB members, FIR was recommended to make the following changes to the Policy:

- In the Data Collection section of the Policy, remove data types that are inadvertently captured (e.g., license plates, facial features)

There was no public comment.

FIR's Drone Policy was approved unanimously with recommended changes.

Public Utilities Commission (PUC)

Mr. Josh Gale presented PUC's revised Drone Policy. He explained that PUC added two new authorized use cases: disaster relief and marketing/public education. PUC will use Drones to respond to disaster scenarios and will use collected footage in PUC marketing materials and for public education.

In the Contract section of the Policy, Mr. Josh Gale walked through new language related to contractor provisions. These changes relate to ownership of City data, unauthorized use cases, signatures, and insurance for PUC Drones.

Mr. Josh Gale explained new language added indicating sanctions for violation of the PUC Drone Policy. This includes potential grounds for termination, as well as applicable monetary fines and penalties. Finally, Mr. Josh Gale pointed out new contact information that individuals can use for filing complaints and concerns.

In conversation with PSAB members, PUC was recommended to make the following changes to the Policy:

- In the Data Collection section of the Policy, remove data types that are inadvertently captured (e.g., license plates, facial features)
- Delete the external data sharing section

There was no public comment.

PUC's Drone Policy was approved unanimously with recommended changes.

5. Public Comment

No public comment

6. Adjournment

The meeting adjourned at 10:34 am.