



Committee on Information Technology

Office of the City Administrator

Minutes

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

Friday, July 10, 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

Todd Rydstrom – Deputy Controller, Controller's Office

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 9:04.

2. Roll call

Taraneh Moayed

Jason Lally

Brian Roberts

Todd Rydstrom

Matthias Jaime

Nnena Ukuku

COIT Staff

Emma Fernandez

Luke O'Neill

Inthisar Kamal

Marlee Burns

Public Members

Christine Nath

Joseph Reilly

Robert Aicardi

Shawn McCormick

Emma Fernandez

Matt Mason

3. Approval of Minutes

The minutes of June 26, 2020 were approved without changes.

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

Port (PRT)

Mr. Joseph Reilly presented Port's Drone policy. He first summarized authorized use cases, which entail disaster response, facility inspections and marketing. He added that drone flights are also used to survey buildings for insurance purposes and to provide footage in the event of a building demolition or repair.

Mr. Joseph Reilly added that prohibited use cases include the collection of personal identifying information (PII) and the flying of drones over historic buildings.

Through drone flights, Port plans to collect photographic and video data of Port properties and facilities, and of critical maritime transportation system infrastructure regulated by the Maritime Transportation Security Act. Port plans to put up public noticing in the event of drone flights. Port does not plan to share data with entities inside or outside of the City, and plans to keep data for up to one year.

There was no public comment.

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

Recreation and Parks (REC)

Mrs. Christine Nath presented Rec's revised Drone policy. She explained that Rec's authorized use cases are similar to those of other departments. The major use cases entail disaster preparedness and response, environmental monitoring, surveying, and mapping, and collecting drone footage for capital projects.

Rec has not flown drones to date, however Rec has two upcoming planned flights – one at Margaret Hayward park and one at Garfield pool.

Rec's overall plan is to use vendors. This is because there is a high cost of purchasing drones and Rec has limited use cases for flying drones.

Mrs. Christine Nath then walked through the changes to Rec's Drone policy. First, in data collection, Rec classified their data has level 1 and level 2. In data sharing, Rec's policy now includes a data sharing checklist, with all items checked off. In data retention, Rec's retention schedule is two years, though data may be kept for longer if it is being used for capital projects. Rec added department-specific contact information to be used when filing a complaint or a concern. Finally, Rec added two job classifications to indicate the personnel involved in Drone planning and flights: 0900 series (senior manager) and 5500 (capital project manager).

There was no public comment.

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

5. Review of Surveillance Technology Toolkit: Automated License Plate Readers (ALPRs) (Discussion Item)

San Francisco Municipal Transportation Agency (SFMTA)

Mr. Shawn McCormick talked through SFMTA's two Toolkits – one for ALPRs used in City-owned parking garages and one for vehicle-mounted ALPRs used for parking enforcement. SFMTA's main use cases include determining how long a car is parked and if in violation; determining how long a vehicle has been parked in a parking garage; identifying vehicles with five or more outstanding parking citations (use of hotlist).

Recommendations:

- Hotlist
 - o Clarify how SFMTA obtains hotlist and if any sharing of this data occurs
 - o Identify what data elements the hotlist contains
 - o Revisit hotlist data retention schedule
- Civil Liberties
 - o Flesh out how SFMTA will avoid ALPRs having disparate impacts on certain communities

6. Public Comment

No public comment

7. Adjournment

The meeting adjourned at 10:34 am.