



Committee on Information Technology

Office of the City Administrator

Minutes

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

Friday, September 25, 2020
9:00 am – 11:00 am

To view the meeting minutes and a recording of the presentation, please go to 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

Mr. Matthias Jaime called the meeting to order at 9:02am.

2. Roll call

Jason Lally
Brian Roberts
Matthias Jaime
Nnena Ukuku
Mark de la Rosa

COIT Staff

Emma Fernandez
Luke O'Neill

Department Representatives

Isidro Jimenez
Robert Aicardi
Shawn McCormick
Christine Nath
Marcus Garcia

Members of the Public

Audrey Ratajczak

3. Approval of Minutes from September 11, 2020 (Action Item)

The minutes from September 11, 2020 were approved without changes.

4. Review and Approval of Surveillance Technology Policy: Automated License Plate Reader (Discussion Item)

San Francisco Municipal Transportation Agency (SFMTA)

Mr. Shawn McCormick and Mr. Robert Aicardi brought to PSAB SFMTA's Policies and Impact Reports for ALPR in City-owned parking garages and ALPR for parking enforcement. Both Mr. Shawn McCormick and Mr. Robert Aicardi explained there have been no changes to the materials since they last presented at PSAB.

SFMTA's ALPR policies was approved unanimously.

Recreation and Parks (REC)

Ms. Christine Nath presented REC's revised ALPR Policy and Impact Report. REC's ALPR Policy now includes more detail regarding the requests for data sharing, including how REC will coordinate with law enforcement. The Policy's retention period now states that ALPR data will be stored in local storage for 30-60 days except for requested files, which may be saved in REC's request management software for up to two years.

Ms. Nath presented a data diagram, which shows how ALPR data is requested, retained, and deleted. Finally, Ms. Nath presented new language added to the Impact Report regarding REC's technical, administrative, and physical protections against potential civil liberties abuses or violations.

REC's ALPR policy was approved unanimously with two amendments:

- Delete the line on page 1 of the Policy regarding performance measures.
- Add language regarding public noticing to Policy.

There was no public comment on the items.

5. Public Comment

There was no public comment.

6. Adjournment

The meeting adjourned at 9:26.