

**DEPARTMENT OF HOMELAND SECURITY  
DATA PRIVACY AND INTEGRITY  
ADVISORY COMMITTEE CHARTER**

**COMMITTEE’S OFFICIAL DESIGNATION.** Data Privacy and Integrity Advisory Committee

**AUTHORITY.** Under the authority of 6 U.S.C. section 451, this charter establishes the Data Privacy and Integrity Advisory Committee, which shall operate in accordance with the provisions of the Federal Advisory Committee Act (FACA) (5 U.S.C. App).

**SCOPE AND OBJECTIVES.** The Committee will provide advice at the request of the Secretary of DHS (hereinafter “the Secretary”) and the Chief Privacy Officer of DHS (hereinafter “the Chief Privacy Officer”) on programmatic, policy, operational, administrative, and technological issues within the DHS that relate to personally identifiable information (PII), as well as data integrity and other privacy-related matters.

As requested by the Secretary or the Chief Privacy Officer, the committee shall:

- (A) Establish methods to enhance the accuracy, security, and confidentiality of PII;
- (B) Establish mechanisms, such as procedures for access and redress, to protect the personal privacy rights of any individuals who are subject to the collection of PII;
- (C) Limit the use and re-dissemination of PII to ensure that it is not used for an unauthorized purpose;
- (D) Ensure the security and confidentiality of PII;
- (E) Protect the constitutional and statutory rights of any individuals who are the subjects of the collection, use or dissemination of PII;
- (F) Provide data integrity through the establishment of appropriate lengths of data retention and the timely removal and destruction of obsolete or erroneous names and other PII;
- (G) Ensure that electronic data systems used by the Department enhance the Department’s policies related to the collection, use, dissemination, or maintenance of PII; and
- (H) Monitor the use of data among DHS systems and among DHS systems and other Federal, state and local systems.

The Committee will address only matters assigned in writing by the Secretary, the Chief Privacy Officer, or the DFO. In developing its advice and recommendations the Committee may, consistent with the requirements of FACA, conduct studies, inquiries, workshops and seminars in consultation with individuals and groups in the private sector and/or other governmental entities.

**DESCRIPTION OF DUTIES.** The duties of the Committee are solely advisory in nature.

**OFFICIAL TO WHOM THE COMMITTEE REPORTS.** The Committee reports to the Secretary and the Chief Privacy Officer.

**COMPONENT RESPONSIBLE FOR PROVIDING NECESSARY SUPPORT.** The Privacy Office shall provide necessary support to the Committee.

**OPERATING COSTS.** Operating costs shall be borne by the Privacy Office. The annual cost is estimated to be \$484,000 including 1.5 staff years support.

**DESIGNATED FEDERAL OFFICER.** The Chief Privacy Officer shall designate a full-time or permanent part-time employee of the Department to be the Designated Federal Officer (DFO). The DFO or a designee shall approve or call meetings of the Committee, approve meeting agendas, attend all meetings of the Committee and its subcommittees, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the Chief Privacy Officer.

**ESTIMATED NUMBER AND FREQUENCY OF MEETINGS.** The Committee shall meet at least once each calendar year. The DFO, in consultation with the Chief Privacy Officer, may call such additional meetings as may be necessary for the Committee to carry out its business effectively. Members may be reimbursed for travel and per diem, and all travel for Committee business must be approved in advance by the DFO. Timely notice of each meeting shall be published in the Federal Register and other means that may be established by the DFO or the Chief Privacy Officer. Meetings shall be open to the public, except when closed in accordance with section 10(d) of FACA. Members of the public are permitted to file statements with the Committee.

**DURATION.** The Committee will continue for two years from the filing date of this charter unless the Committee is terminated prior to the end of the two-year period in accordance with section 14 of FACA. If the Secretary decides there is a continued need for the Committee, the charter may be renewed at the end of the two-year period.

**MEMBERSHIP.** The Committee shall consist of not less than 16 appointed members and not more than three ex officio members.

1. Appointed Members. These members are appointed by and serve at the pleasure of the Secretary. The members shall be specially qualified to serve on the Committee by virtue of their education, training, and experience in the fields of data protection, privacy, and/or emerging technologies. Membership shall be balanced among individuals from the following fields:

(A) Individuals who are currently working in the areas of higher education or research in public (except Federal) or not-for-profit institutions;

(B) Individuals currently working in non-governmental industry or commercial interests, including at least one who shall be familiar with the data concerns of small to medium enterprises;

(C) Other individuals, as determined appropriate by the Secretary;

Appointed members shall serve as Special Government Employees (SGEs) as defined in Title 18 U.S.C. § 202(a).

All appointed members who are appointed after the filing date of this Charter shall have terms of three years, and approximately one-third of the members' terms will expire each year. In the event the Committee terminates, all members' terms also terminate. A vacancy in the Committee shall not affect its powers. A replacement member shall be selected in the same manner in which the original appointment was made. A member appointed to an unexpired term of office shall serve the remainder of such term.

2. Ex Officio Members. The Chief Privacy Officer shall designate the lead privacy official from not more than three components of the Department of Homeland Security to serve in an ex officio membership capacity. Ex officio members shall have the right to participate fully in all activities of the Committee.

The Secretary may require any individual to have an appropriate security clearance before appointment or designation to membership on the Committee.

**APPOINTMENT OF OFFICERS.** The Chief Privacy Officer shall annually designate a Chair and Vice Chair from among the appointed members of the Committee. The Chair is the presiding officer of the Committee, and guides its efforts to the effective completion of its assigned tasks. The Chair shall adhere to the Charter and such other rules of order and operating procedures as the Committee, in consultation with the DFO, may adopt. The Chair shall maintain order and conduct each meeting in accordance with the prescribed rules and procedures. The Vice Chair shall assume and perform the duties of the Chair in the event the Chair is absent or unavailable.

**SUBCOMMITTEES.** The Chair, with the approval of the DFO, may establish subcommittees and designate Committee members to serve on them. The chair of each subcommittee must be a member of the Committee, and at least a majority of the members of each subcommittee must be members of the Committee. A subcommittee may not work independently of the Committee and has no authority to make decisions on behalf of the Committee. Each subcommittee will report to the Committee for the Committee's full discussion and deliberation, and not directly to a Federal official.

March 21, 2008  
Agency Approval Date

March 18, 2008  
GSA Consultation Date

March 25, 2008  
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