

U.S. DEPARTMENT OF ENERGY
INFORMATION PROTECTION TASK FORCE

CHARTER

A. OBJECTIVE

The objective of the Department of Energy (DOE) Information Protection Task Force (IPTF) is to serve as the focal point for the DOE Privacy Program. The IPTF is an advisory entity, providing recommendations to the Senior Agency Official for Privacy (SAOP) to improve policies associated with the DOE Privacy Program, Breach Response and Notification, Privacy Impact Statements, and other privacy matters.

The IPTF is an essential component of DOE's ongoing efforts to identify processes to reduce the collection and use of SSNs and to mitigate risks associated with paper-based and electronic breaches of personally identifiable information (PII).

B. AUTHORITY

The IPTF is established at the direction of the Senior Agency Official for Privacy (SAOP).

C. DURATION

The IPTF will exist until terminated by the SAOP.

D. MEMBERSHIP

The Chief Privacy Officer will serve as the IPTF Chair. The IPTF will consist of representatives¹ from the Office of Management, Office of the Chief Information Officer, Office of Human Capital Management, Office of General Counsel, the National Nuclear Security Administration, and other members on an "as-needed" basis.

E. PROCEDURES

The IPTF Chair shall determine the meeting schedule and structure. The use of "proxy" attendees is discouraged to maintain continuity of the membership and the ongoing tasks.

¹ The Chair will include an addendum to this Charter that records the name of each member of the IPTF and will update the addendum as necessary.

The SAOP may direct unscheduled IPTF meetings as necessary to address urgent privacy matters.

The IPTF Chair will provide the SAOP with a semi-annual activities report.

As necessary, the IPTF may establish cross-functional working groups to examine privacy issues. The IPTF will provide working groups with its specific mission and milestones. The working groups will provide status reports to the IPTF as determined by the Chair.

F. APPROVAL

Jerry G. Hanley
Chief Privacy Officer

Date