

# UNITED STATES DEPARTMENT OF HOMELAND SECURITY

## DATA PRIVACY AND INTEGRITY ADVISORY COMMITTEE CHARTER

### 1. **Committee's Official Designation:**

Data Privacy and Integrity Advisory Committee (DPIAC).

### 2. **Authority:**

Under the authority of the Secretary of Homeland Security (hereinafter "the Secretary") in Title 6, United States Code, section 451, this charter re-establishes the Data Privacy and Integrity Advisory Committee as a discretionary committee, which operates in accordance with the provisions of the *Federal Advisory Committee Act* (FACA) (Title 5, United States Code, Appendix 2).

### 3. **Objectives and Scope of Activities:**

The Committee provides advice at the request of the Secretary and the Chief Privacy Officer of the Department of Homeland Security (DHS) (hereinafter "the Chief Privacy Officer") on programmatic, policy, operational, administrative, and technological issues within DHS that relate to personally identifiable information (PII), as well as data integrity and other privacy-related matters.

The Committee addresses only those matters assigned in writing by the Secretary, the Chief Privacy Officer, or the Designated Federal Officer (DFO). In developing its advice and recommendations the Committee may, consistent with the requirements of FACA, consult with individuals and groups in the private sector and/or other governmental entities.

### 4. **Description of Duties:**

The duties of the Committee are solely advisory in nature.

### 5. **Official to Whom the Committee Reports:**

The Committee reports to the Secretary and the Chief Privacy Officer.

### 6. **Agency Responsible for Providing Necessary Support:**

The Department of Homeland Security is responsible for providing necessary financial and administrative support for the Committee. Within DHS, the Privacy Office provides this support.

### 7. **Estimated Annual Operating Costs and Staff Years:**

The estimated annual cost is \$250,000 which includes 1.25 staff years of support.

**8. Designated Federal Officer:**

The Chief Privacy Officer designates a full-time or permanent part-time employee of the Department to be the DFO. The DFO or Alternate DFO approves or calls meetings of the Committee, approves meeting agendas, attends all meetings of the Committee and its subcommittees, adjourns any meeting when the DFO determines adjournment to be in the public interest, and chairs meetings when directed to do so by the Chief Privacy Officer.

**9. Estimated Number and Frequency of Meetings:**

The Committee will 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. Meetings are open to the public, except when closed in accordance with Title 5, United States Code, subsection (c) of section 552b.

**10. Duration:**

Continuing.

**11. Termination:**

This Charter is in effect for two years from the date it is filed with Congress unless sooner terminated. The Charter may be renewed in accordance with section 14 of FACA.

**12. Membership:**

The Committee consists of a minimum of 16 members who are appointed by and serving at the pleasure of the Secretary. Members are 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 higher education, state or local government, or not-for-profit organizations;
- (B) Individuals currently working in for-profit organizations including at least one who shall be familiar with the data privacy-related issues addressed by small- to medium-sized enterprises; and
- (C) Other individuals, as determined appropriate by the Secretary.

Members shall serve as Special Government Employees (SGEs) as defined in Title 18 United States Code, section 202(a).

Members may be reimbursed for travel and per diem, and all travel for Committee business must be approved in advance by the DFO.

Members who are appointed after the filing date of this Charter have terms of up to three years. The Committee will continue to operate in the event of a vacancy unless that vacancy results in a Committee with fewer than 16 members. In that instance, the Committee will not meet until the vacancy has been filled and a quorum (half of the current membership plus one) can be satisfied. A replacement member will be selected in the same manner in which the original appointment was made. A member appointed to an unexpired term of office will serve the remainder of such term.

The Secretary may require individuals to have an appropriate security clearance before appointment to membership on the Committee.

**Officers:**

The Chief Privacy Officer shall designate a Chair from among the appointed members of the Committee every two years. 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 Agency, through consultation with the DFO, may adopt.

**13. Subcommittees:**

The DFO may approve the establishment of subcommittees for any purpose consistent with this Charter. At least one member of any subcommittee shall be a member of the Committee. Subcommittees may not work independently of the chartered committee and must report their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the Committee and may not report directly to the Federal government or any other entity.

**14. Recordkeeping:**

The records of the DPIAC, formally and informally established subcommittees, or other subgroups of the Committee shall be handled in accordance with General Records Schedule 6.2, or other applicable and approved agency records disposition schedule. These records shall be available for public inspection and copying in accordance with the *Freedom of Information Act* (Title 5, United States Code, section 552).

**Filing Date:**

June 27, 2016  
Department Approval Date

June 2, 2016  
CMS Consultation Date

June 30, 2016  
Date Filed with Congress