

## AD HOC PRIVACY ADVISORY COMMITTEE CHARGE

Approved March 11, 2024

*The Town Council of Cape Elizabeth hereby established a new citizen Ad Hoc Committee described as follows:*

- A. Name: Ad Hoc Privacy Advisory Committee
  
- B. Introduction: With the pervasive nature of the technology and means for collecting data on individuals, local governments around the country are coming to play an important role in protecting individuals from the harmful collection, use, and disclosure of this data. Data privacy and security have become a matter of public safety. One municipal-level response is to establish a citizen privacy advisory committee that enables citizen review of municipal data collection technologies and data handling policies with committee reporting of findings and recommendations to the Town Council and staff.
  
- C. Committee Structure:
  - 1. Membership. The Ad hoc Privacy Advisory Committee shall consist of five (5) members to be selected by the Town Council. The term shall be two (2) years.
  
  - 2. Chairperson. The Committee members shall elect a Chairperson.
  
  - 3. Vacancies. The Town Council shall fill committee vacancies.
  
- D. Committee Charge:
  - 1. Purpose. The purpose of the Ad Hoc Privacy Advisory Committee shall be to provide guidance to the Town Council and staff on data collection technologies, surveillance technologies (both in place and planned), and data handling policies by all town departments with the goal of safeguarding the privacy of individuals while balancing community security needs.
  
  - 2. Specific Tasks and Reporting Requirements. The Ad Hoc Privacy Advisory Committee shall have the following specific tasks:
    - a. Audit the current data collection, use, and disclosure policies, protocols, and practices of all town departments and report findings to the Town Council. The report is to be submitted at the end of the committee's first year.

- b. Advise and recommend to the Town Council data collection and handling technologies, policies, and practices for specific town departments that will best promote privacy of individuals. This report is to be submitted at the end of the committee's second year.
- c. Elevate community awareness and engagement by creating tools to better understand community views and concerns about information privacy challenges posed by data collection and surveillance technologies. The results of these awareness efforts are to be reported to the Town Council at the end of the first year.
- d. Inform the Town Council about privacy vulnerabilities potentially arising from town department reporting to regional entities, Maine state government, and the United States government, especially in view of emerging technologies such as artificial intelligence, drones, and 'smart cities.' This information is to be submitted to the Town Council by the end of the second year.

E. Resources Needed:

1. Budget: \$20,000
2. Staff: At discretion of Town Manager.
3. Minutes Secretary: At discretion of Town Manager or Chair of the Ad Hoc Privacy Advisory Committee.