



Data Privacy and Information Protection Principles for the City of Portland

19 June 2019

Overview - Robust privacy and information protection are cornerstones for building trust across organizations and people. Building this trust is at the center of the City of Portland Privacy and Information Protection Principles. The principles suggest guidelines for protecting private and sensitive data managed by the City of Portland or those working on behalf of the City of Portland.

Motivation - The City of Portland collects and manages data that may put communities, individuals or sensitive assets at risk. Making the City a more trusted steward of the public's data is a priority of Smart City PDX. Local governments must also plan for emergent information technologies used to better understand and improve government services. Providing equitable services related to data collection and information use is also essential. Marginalized communities can be more vulnerable to misuse of data. These risks highlight the importance of safeguards that guide City practices.

Development - Smart City PDX, Mayor Ted Wheeler's office and the Office of Equity and Human Rights (OEHR) led the development of the Privacy Principles. The process was a citywide effort that incorporated feedback from over thirty City agencies. It also included two public forums where community members voiced priorities and feedback.

Proposed Principles Content - The City of Portland (City) commits to becoming a trusted data and information steward for the communities it serves in an equitable way. Human rights principles such as privacy, freedom of opinion and expression, and democracy must guide the City's use of information, digital and analog services and other City operation procedures. Robust privacy and information protection processes are cornerstones for building trust among organizations and people. Establishing these processes will also promote participatory and transparent processes in the City.

Next Steps - The Privacy and Information Protection Principles are a first step. The City will work with other city bureaus and communities over the next year to implement the principles. Smart City PDX is partnering with OEHR to coordinate an internal Privacy Work Group focused on implementation. The work group will identify short-term and long-term policies and procedures for upholding the Privacy Principles. Other objectives of the work group include identifying strategies for community involvement during implementation, as well as the identification of resources to sustain this work and make it successful.

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The City of Portland supports data and Information management as well as sharing strategies to fulfill City purposes when aligned with the following Privacy and Information Protection Principles:

	<p>Transparency and accountability- How the City uses, manages and collects information is described clearly, accurately, and shared in an accessible way. Who creates, contributes to, and has access to that information is also clearly documented and communicated to all people who entrust city government with their data and information.</p>
	<p>Full lifecycle stewardship – Data, metadata and Information will be secured and protected throughout its life cycle. That includes collection, storage, use, control, processing, publication, transfer, retention and disposition.</p>
	<p>Equitable data management – The City of Portland will prioritize the needs of marginalized communities regarding data and Information management, which must be considered when designing or implementing programs, services, and policies.</p>
	<p>Ethical and non-discriminatory use of data - The City of Portland has an ethical responsibility to provide good and fair stewardship of data and information, following existing non-discriminatory protections, and commits due diligence to understand the impacts of unintended consequences.</p>
	<p>Data openness – Data, metadata and information managed by the City of Portland -- and by third parties working on behalf of the City -- that are made accessible to the public must comply with all applicable legal requirements and not expose any confidential, restricted, private, Personal Information or aggregated data that may put communities, individuals, or sensitive assets at risk.</p>
	<p>Automated Decision Systems - The City will create procedures for reviewing, sharing, assessing, and evaluating City Automated Decision System tools -- including technologies referred to as artificial intelligence -- through the lens of equity, fairness, transparency, and accountability.</p>
	<p>Data utility – All Information and Data processes must bring value to the City of Portland and the communities the City serves. The City will collect only the minimum amount of Personal Information to fulfill a well-defined purpose and in a manner that is consistent with the context in which it will be used.</p>

The Privacy and Information Protection Principles were co-sponsored by all five Portland City Council members. City of Portland adopted the principles on June 19, 2019.