

NIST PRIVACY WORKFORCE PUBLIC WORKING GROUP (PWWG)

Co-Chair: Melanie Ensign, Founder and CEO of Discernible, Inc.

MEETING MINUTES

Wednesday, January 12, 2022

1:00 P.M. ET – 2:00 P.M. ET

I. INTRODUCTION

The ninth meeting of the National Institute of Standards and Technology (NIST) Privacy Workforce Public Working Group (PWWG) convened on Wednesday, January 12th, 2022 from 1:00 P.M. ET - 2:00 P.M. ET virtually via Microsoft Teams.

PWWG Co-Chair, Melanie Ensign, welcomed the working group members and Project Teams Leads and thanked them for their participation.

Melanie provided a brief overview of today's agenda.

II. PWWG UPDATES

A. NIST PWWG PROJECT TEAM 3: POLICIES, PROCESSES, AND PROCEDURES

The NIST PWWG Project Team 3 will launch later this month. The goal of the latest Project Team is to create TKS Statements for the following Privacy Framework Categories:

- **GV.PO-P: Governance Policies, Processes, and Procedures (6 Subcategories)**
The policies processes, and procedures to manage and monitor the organization's regulatory, legal, risk, environmental, and operational requirements are understood and inform the management of privacy risk.
- **CT.PO-P: Data Processing Policies, Processes, and Procedures (4 Subcategories)** Policies, processes, and procedures are maintained and used to manage data processing (e.g., purpose, scope, roles and responsibilities in the data processing ecosystem, and management commitment) consistent with the organization's risk strategy to protect individuals' privacy.
- **CM.PO-P: Communication Policies, Processes, and Procedures (2 Subcategories)** Policies, processes, and procedures are maintained and used to increase transparency of the organization's data processing practices (e.g., purpose, scope, roles and responsibilities in the data processing ecosystem, and management commitment) and associated privacy risks.

This is the first hybrid Project team covering 3 different categories and with different Functions being covered. There will be three Team Leads since the scope is larger than the previous teams.

B. PROJECT TEAM 3 LEADS

Team Leads have been selected for Project Team 3.

- Amin Ali, Senior Program Manager, Motorola Solutions
- Dan LoPresto, Director of Privacy Compliance, University of Central Florida
- Nandita Narla, Senior Manager for Privacy, DoorDash

Dan LoPresto and Nandita Narla introduced themselves to the group. Melanie introduced Amin on his behalf.

C. NIST PWWG PROJECT TEAM 4 UPDATE

DATA PROCESSING ECOSYSTEM RISK MANAGEMENT (ID.DE-P)

- Project Team 4 will focus on the Privacy Framework Category: Data Processing Ecosystem Risk Management (ID.DE-P) and its 5 associated Subcategories.
- The PWWG Team is preparing to launch Project Team 4 in late February/early March. This team will begin their work as PT2 finishes up its work, for logistical reasons.
- The work of PT4 will be a logical continuation of the work done by PT1 (ID.RA-P) and PT2 (ID.IM-P).
- An announcement calling for volunteers to serve as Co-Leads will go out via the PWWG listserv likely in early February.

D. PWWG CHARTER AMENDMENT

- The PWWG Charter has been amended to allow for more than 2 Project Teams working simultaneously.
- Charter Amendment:
The PWWG consists of short-term Project Teams. Each Project Team is responsible for creating TKS Statements aligned with a specific Category (and its associated Subcategories) in the Privacy Framework. When a Project Team has completed its work product deliverable, it will dissolve and be replaced with a new Project Team that is associated with a different Privacy Framework Category.

E. PWWG CO-CHAIRS TASK, KNOWLEDGE, AND SKILL (TKS) STATEMENT REVIEW UPDATE

Melanie provided a general overview of the development of the TKS Statements review and process provided by of Project Team 1: Risk Assessment (ID.RA-P) and Project Team 2: Inventory and Mapping (ID.IM-P).

The PWWG Co-Chairs will review PT2 “baseline” set of TKS Statements this week

- Baseline TKS Statements are aligned at a higher level than Subcategory level ((e.g., PF, Function, and Category) and could apply to multiple Subcategories and Functions.
- These may be well suited to present as an umbrella set of TKS Statements rather than duplicating these at the Subcategory level.
- Possible uses:
 - Supplemental resource
 - Notional TKS Statements for future Project Teams

The next PWWG Co-Chairs review is planned for February 3, 2022.

III. PROJECT TEAM UPDATES

A. UPDATE OF PROJECT TEAM 1: RISK ASSESSMENT (ID.RA-P) ACTIVITIES

Risk Assessment (ID.RA-P): *The organization understands the privacy risks to individuals and how such privacy risks may create follow-on impacts on organizational operations, including mission, functions, other risk management priorities (e.g., compliance, financial), reputation, workforce, and culture.*

The Team is tasked with the development of the TKS Statements for five (5) Subcategories from the NIST Privacy Framework Core V1¹.

Co-Lead, Lauren Jones, Privacy Counsel, Surescripts, LLC gave an update on the work of Project Team 1 Task, Knowledge, and Skill (TKS) Statements.

- Project Team 1 has completed their initial review of TKS statements for ID.RA-P3 (*Potential problematic data actions and associated problems are identified.*)
- The team will begin reviewing TKS statements for ID.RA-P4 (Problematic data actions, likelihoods, and impacts are used to determine and prioritize risk) during next week's meeting.
- An ongoing challenge for the team has been keeping the TKS statements at a high level.
- Project Team 1 will submit their TKS Statements for Subcategory ID.RA-P3 to the Co-Chairs for review.
- The Project Team estimates their completion of the TKS Statements by March 2022.

The next meeting of Project Team 1 is on Wednesday, January 19th at 5:00 PM ET.

B. UPDATE OF PROJECT TEAM 2: INVENTORY AND MAPPING (ID.IM-P) ACTIVITIES

Inventory and Mapping (ID.IM-P): Data processing by systems, products, or services is understood and informs the management of privacy risk.

Project Team 2 is tasked with the development of the Task, Knowledge, and Skill (TKS) Statements for eight (8) Subcategories from the NIST Privacy Framework Core V1².

Melanie Ensign gave the update for the PT2 activities for December/January.

Goals for January work period

- Review and incorporate ID.IM-P7-8 updates from PWWG co-chairs
- Receive and incorporate TKSs for: Privacy Framework; Functions; Categories

2021 Accomplishments

- Submitted to PWWG co-chairs: draft TKSs for all 8 Subcategories for first round of review by PWWG co-chairs, and received comments
- Submitted draft TKSs for: Privacy Framework; Functions; Categories

Challenges/lessons learned

¹ [NIST Privacy Framework Core](#)

² [NIST Privacy Framework Core](#)

- PWWG co-chair draft TKS review will be iterative, rather than “one and done”
- Close attention to wording of each Subcategory helps elucidate Team 2 wording selection, e.g., “Identify” in some Subcategories vs “inventory” in others helps explain why Team 2 chose different Tasks. This can cut down on back-and-forth with PWWG co-chair questions
- Team 2 found it necessary to draft TKSs for: Privacy Framework; Functions; and Categories to avoid radical repetition throughout the Privacy Framework TKSs
- Some proposed Tasks are more relevant to other Functions, Categories and Subcategories. Resisted the impulse to incorporate Tasks outside our scope, and made a “holding place” for Tasks that fit better elsewhere

The next meeting of Project Team 2 is scheduled for January 24, 2022 at 12:00 P.M. ET.

IV. Q & A

Question: What day/time will PT3 meetings be held?

Answer: The meeting schedule will be determined by the PT3 Co-Leads when they meet next week.

Question: What is the best way to catch up if someone has missed some meetings?

Answer: The agendas, slide decks, and meeting minutes for each PWWG meeting are posted on the [NIST Privacy Workforce Working Group](#) webpage within one week of each meeting. Project Team meeting minutes are available on each group’s shared Google Drive.

V. NEXT STEPS & UPCOMING MEETINGS

A. NEXT STEPS

- Project Teams will continue to review, refine, and finalize TKS Statements and submit to the Co-Chairs for review and comment.
- Co-Chairs will continue to review TKS Statements and will provide feedback to the Project Teams to discuss and provide a consensus.
- Project Team 3: Policies, Processes, and Procedures will start in late January.
- The NIST PWWG Team plans to send out a call for volunteers to lead Project Team 4 (ID.DE-P) in early February.
- New Business Open Discussion Topics Drop Box is available on the [NIST Privacy Workforce Working Group](#) webpage. If you are interested in presenting a business topic during a PWWG Monthly Meeting, please visit the webpage noted above.

B. UPCOMING MEETINGS

The upcoming meetings of the NIST PWWG and its Project Teams are noted below. For further information and updated meeting schedules, please visit the [PWWG web page](#).

- 1) **Project Team 1: Risk Assessment (ID.RA-P)**
 - Wednesday, January 19, 2022 | 5:00pm - 6:00pm ET
 - Thursday, February 3, 2021 | 11:00am - 12:00pm ET
- 2) **Project Team 2: Inventory and Mapping (ID.IM-P)**

- Monday, January 24, 2021 | 12:00pm ET – 1:00pm ET
- Monday, February 7 , 2021 | 12:00pm ET – 1:00pm ET

3) NIST Privacy Workforce Public Working Group

- The NIST PWWG Monthly Meeting is the 2nd Wednesday of each month.
- Wednesday, February 9, 2022 | 1:00pm ET – 2:00pm ET

Meeting dates, minutes, and slides are located on the PWWG website.

C. JOIN MAILING LIST:

- E-mail addresses for members to join/subscribe:
 - Privacy Workforce Working Group (PWWG):
PrivacyWorkforceWG+subscribe@list.nist.gov
 - Project Team 1 (PT1): PrivacyWorkforcePT1+subscribe@list.nist.gov
 - Project Team 2 (PT2): PrivacyWorkforcePT2+subscribe@list.nist.gov
- Please be reminded to review and adhere to the Mailing List Rules that can be accessed on the [NIST PWWG web page](#).

D. TROUBLESHOOTING:

If you have any issues with meeting invitations, mailing lists, and/or accessing the Google Drives, please email NIST PWWG Support at PWWG@nist.gov