



U.S. Department of Justice's
Global Justice Information Sharing Initiative



United States
Department of Justice

Global Privacy and Information Quality Working Group (GPIQWG)

Executive Summary and Items for GAC Approval

Leadership

The Honorable Anthony Capizzi, Chair
Montgomery County, Ohio, Juvenile Court

Mr. Phil Stevenson, Vice Chair
Director, Statistical Analysis Center
Arizona Criminal Justice Commission

New Membership

GPIQWG recently welcomed five new members:

Ms. Nancy C. Libin
Chief Privacy and Civil Liberties Officer
Office of the Deputy Attorney General
U.S. Department of Justice

Ms. Mary Ellen Callahan (Invited)
Chief Privacy Officer
U.S. Department of Homeland Security

GAC Member—Ms. Debra DeBerry
Chief Deputy, DeKalb County, Georgia, Courthouse

GAC Member—Sheriff Mike Milstead
Minnehaha County, South Dakota, Sheriff's Office

IJIS Representative—Ms. Susan Laniewski
Independent Contractor, SAL Consulting, LLC

Next Meeting

December 15–16, 2009
Charleston, South Carolina

GPIQWG Mission

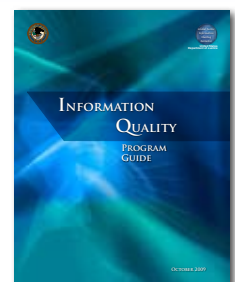
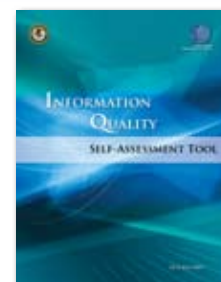
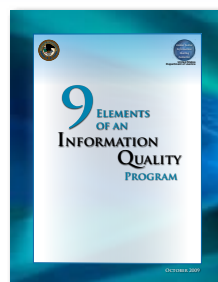
The Global Privacy and Information Quality Working Group (GPIQWG) mission is to advance the adoption of privacy and information quality policies by justice system participants that promote the responsible collection, handling, management, review, and sharing of personal information about individuals.

For GAC Approval

GPIQWG Information Quality Series

- **9 Elements of an Information Quality Program**
- **Information Quality Self-Assessment Tool**
- **Information Quality Program Guide**

Refer inside for a description of each new resource and its value to the justice community.

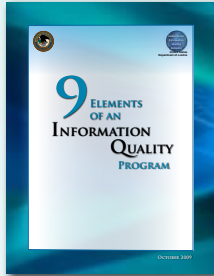


GPIQWG

Information Quality Series for GAC Approval

9 Elements of an Information Quality Program

Developed for high-level, managerial, and administrative personnel within an organization, *9 Elements of an Information Quality Program* provides a brief outline of the nine key steps that should be followed when developing and implementing an agency-wide information quality (IQ) program.



Value to Justice Community: This primer will help systems personnel and those tasked with the day-to-day responsibility for the quality of information an agency collects, uses, and maintains to introduce to managers the basic components of an agency-wide IQ program. Securing managerial support and direction of resources for an IQ program is a mandatory first step before such a program can exist. Without such support, the IQ program and the benefits it would produce for those who use the information would be unattainable.

This document succinctly illustrates what is required to create and implement an IQ program. When the document is distributed in tandem with the awareness primer, *Information Quality: The Foundation for Justice Decision Making* (released February 2008), justice professionals are better educated on the importance of IQ and the problems associated with poor IQ, as well as armed with the knowledge of the nine elements of an IQ program, which will help them make an informed decision about institutionalizing an IQ program within their agency. Additionally, once an IQ program is implemented, this product will be useful as a training tool to provide agency personnel with an overview of the agency IQ program.

Information Quality Self-Assessment Tool

The purpose of this tool is to provide practitioners with guidance in evaluating the information quality of justice information reports associated with justice events by way of a self-administered worksheet, designed to provide practical, hands-on assistance to information systems personnel. Evaluating the quality of agency information is a mandatory step for any agency-wide IQ program. GPIQWG's *Information Quality Self-Assessment Tool* will allow practitioners to:



- Break down the flow of information in a justice event into the multiple phases of an information life cycle.
- Apply standard and customized information quality dimensions to each point along this information continuum.
- Uncover gaps in roles, responsibilities, policies, procedures, and technology that beget information quality problems.
- Implement information quality in practice.
- Enhance overall understanding of the effects that a justice agency's business processes—related to information collection, maintenance, management, dissemination, and disposition—have on information quality.

Field-Tested! Between December 2008 and June 2009, this tool underwent field-testing by three separate justice agencies and was enhanced based on their experiences and feedback.

Value to Justice Community: This self-assessment tool will help justice agencies determine their relative level of information quality by clarifying what information quality is and how IQ applies to specific functions, and by establishing benchmarks for evaluation, improvement, and accountability in order to fulfill ultimate goals of improving agency decision making, enabling efficiency and effectiveness, reducing risk and liability, and furthering trust in the justice system. This self-administered worksheet is intended to be published as a stand-alone tool, as well as incorporated into the appendices of the *Information Quality Program Guide* described next.

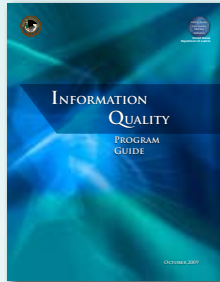
GPIQWG Background

Information Quality Program Guide

The *Information Quality Program Guide* is intended to help managers of justice information develop an information quality program for their organizations and is designed to support those who must analyze their justice entity's information and determine what is needed to ensure good quality information. In support of that effort, the Guide features a step approach to the development and implementation of an agency-wide IQ program and includes a variety of resources and tools, as well as a framework for analyzing a justice entity's business rules for information quality. The information contained within this Guide will lead practitioners through:

- The establishment of IQ as an agency-wide program.
- The identification and analysis of agency justice events and products.
- The application of standard and customized IQ dimensions.
- The completion of an IQ assessment (using the *Information Quality Self-Assessment Tool*).
- Implementation and follow-up (policies and procedures; education and training; and systematic monitoring, evaluation, review, and validation).

Value to Justice Community: Justice professionals rely on information to make decisions in the justice system that affect life, liberty, and property. The Guide is designed to assist managers of justice information in meeting these ethical and legal obligations in their management of the information they receive, collect, store, maintain, use, and share. Using this Guide, practitioners will understand that an IQ program helps to ensure on a continuous basis that information is timely, accurate, complete, and secure. The concepts presented not only support the *Fair Information Principles'* Information Quality Principle (which asserts that in order to be relevant and useful, information collected must be of high quality), they are designed to protect individuals and reduce risks to public safety, are necessary for the proper and effective operation of the agency and its resources, reduce legal liability, and uphold justice entity reputation.



Privacy Series

In 2004, GPIQWG embarked on a mission to put together practical guidance for justice agencies on how to develop a privacy policy. Three years later, in 2007, this endeavor resulted in a tiered series of comprehensive privacy, civil rights, and civil liberties resources that, when used in tandem, serve as a well-rounded approach to an agency privacy program. This tiered approach produced four levels of privacy resources:

Step One—Target Executives and Administrators

- *Privacy, Civil Liberties, and Information Quality Policy Development for the Justice Decision Maker*
- *10 Steps to a Privacy and Civil Liberties Policy*

Step Two—Evaluate Agency Risks

- *Guide to Conducting Privacy Impact Assessments for State, Local, and Tribal Information Sharing Initiatives*

Step Three—Policy Development

- *Privacy and Civil Liberties Policy Development Guide and Implementation Templates*

Step Four—Follow-Up Self-Assessment

- *Privacy and Civil Liberties Policy Development Guide and Implementation Templates: Policy Development Checklist*

Information Quality Series

In 2007, having completed its privacy series, GPIQWG turned its attention toward the development of an information quality (IQ) series. Modeling on the successful “tiered” structure of the privacy resources, GPIQWG began development of an information quality series that follows a similar sequential approach. The latter three are submitted for GAC approval.

Step One—Target Executives and Administrators

- *Information Quality: The Foundation for Justice Decision Making (released in February 2008)*
- **NEW!** *9 Elements of an Information Quality Program*

Step Two—Evaluate Agency Risks

- **NEW!** *Information Quality Self-Assessment Tool*

Step Three—Policy Development

- **NEW!** *Information Quality Program Guide*



GPIQWG Background

Biometrics Series

Late in 2008, GPIQWG began its exploration of the development of privacy and information quality biometric resources for local, state, and federal justice agencies. Since that time, GPIQWG has become more informed of the science, use, and different modalities of biometrics through informative presentations made by a variety of practitioners and leaders in the biometrics field, as well as through attendance at various biometric Webinars, and through the collection of existing resources in a biometrics resource packet. Most recently, GPIQWG has appointed subject-matter experts (SMEs) to the group and has sought input from various community advocate groups to assist in the development of resources and the identification of current privacy and information quality issues associated with justice agency use of biometrics.

At the September 8–9, 2009, meeting, GPIQWG welcomed three newly appointed biometric subject-matter experts (SMEs):

DNA—Mr. Gregory LaBerge, Director, Crime Laboratory Bureau, Denver, Colorado, Police Department

Fingerprints—Lieutenant Leo Norton, Los Angeles County, California, Sheriff's Department, Records and Identification Bureau

Facial Recognition and Fingerprints—

Mr. Dave Russell, System Manager, NOVARIS, Fairfax County, Virginia, Police Department

Biometrics Primer—Privacy and Information Quality Issues—Justice Agency Use of Biometrics

At the September 8–9, 2009, GPIQWG meeting, members of the GPIQWG Biometrics Resources Task Team, inclusive of biometric SMEs, began drafting content for an educational primer that is directed toward administrators and policymakers. This primer will make the case for privacy and information quality policies and procedures in the collection, sharing, and storage of biometrics; provide a synopsis of biometric technologies and their use in the justice system; summarize biometric privacy and information quality issues; cite examples and scenarios; include frameworks for considering biometric data privacy and information quality; and provide guidance and a listing of resources for addressing these complex issues. GPIQWG anticipates that the draft primer will be completed and ready for GAC approval in 2010.

About Global

The U.S. Department of Justice's Global Justice Information Sharing Initiative (Global) serves as a Federal Advisory Committee to the U.S. Attorney General on critical justice information sharing initiatives. Global promotes standards-based electronic information exchange to provide justice and public safety communities with timely, accurate, complete, and accessible information in a secure and trusted environment. Global is administered by the U.S. Department of Justice (DOJ), Office of Justice Programs, Bureau of Justice Assistance.

For More Information

For more information about the GPIQWG, contact Christina Abernathy of DOJ's Global at (850) 385-0600, extension 318, or e-mail cabernathy@iir.com.

For more information about other DOJ information sharing initiatives, go to:

www.it.ojp.gov



BJA
Bureau of Justice Assistance
U.S. Department of Justice

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