



# SEATTLE CITY COUNCIL

## Legislative Summary

Res 31570

Record No.: Res 31570

Type: Resolution (Res)

Status: Attested by City Clerk

Version: 1

In Control: City Clerk

File Created: 01/30/2015

Final Action: 03/02/2015

**Title:** A RESOLUTION adopting the City of Seattle Privacy Principles governing the City's operations, which will provide an ethical framework for dealing with current and future technologies that impact privacy, and setting timelines for future reporting on the development of a Privacy Statement and Privacy Toolkit for their implementation.

**Notes:**

Date  
Filed with City Clerk: 3/3/2015

Mayor's Signature: 3/2/2015

**Sponsors:** Harrell, O'Brien

Vetoed by Mayor:

Veto Overridden:

Veto Sustained:

**Attachments:**

Drafter: Ryan Biava

**Filing Requirements/Dept Action:**

**History of Legislative File**

Legal Notice Published:  Yes  No

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Mayor	02/03/2015	Mayor's leg transmitted to Council	City Clerk			
	<b>Action Text:</b>		The Council Bill (CB) was Mayor's leg transmitted to Council to the City Clerk				
	<b>Notes:</b>						
1	City Clerk	02/03/2015	sent for review	Council President's Office			
	<b>Action Text:</b>		The Council Bill (CB) was sent for review to the Council President's Office				
	<b>Notes:</b>						
1	Council President's Office	02/05/2015	sent for review	Public Safety, Civil Rights, and Technology Committee			
	<b>Action Text:</b>		The Council Bill (CB) was sent for review to the Public Safety, Civil Rights, and Technology Committee				
	<b>Notes:</b>						

- 1 Full Council 02/17/2015 referred Public Safety, Civil Rights, and Technology Committee  
**Action Text:** The Resolution (Res) was referred to the Public Safety, Civil Rights, and Technology Committee  
**Notes:**
- 1 Public Safety, Civil Rights, and Technology Committee 02/18/2015 adopt as amended Pass  
**Action Text:** The Committee recommends that Full Council adopt as amended the Resolution (Res).  
**Notes:**  
In Favor: 3 Member Harrell, Licata, O'Brien  
Opposed: 0
- 1 Full Council 02/23/2015 adopted Pass  
**Action Text:** The Resolution (Res) was adopted by the following vote and the President signed the Resolution:  
In Favor: 8 Council President Burgess, Councilmember Clark, Councilmember Godden, Councilmember Harrell, Councilmember Licata, Councilmember O'Brien, Councilmember Rasmussen, Councilmember Sawant  
Opposed: 0
- 1 City Clerk 02/23/2015 submitted for Mayor's signature Mayor  
**Action Text:** The Resolution (Res) was submitted for Mayor's signature to the Mayor  
**Notes:**
- 1 Mayor 03/02/2015 Signed  
**Action Text:** The Resolution (Res) was Signed  
**Notes:**
- 1 Mayor 03/03/2015 sent to Clerk City Clerk  
**Action Text:** The Resolution (Res) was sent to Clerk to the City Clerk  
**Notes:**
- 1 City Clerk 03/03/2015 attested by City Clerk  
**Action Text:** The Resolution (Res) was attested by City Clerk  
**Notes:**
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**CITY OF SEATTLE**  
**RESOLUTION** 31570

A RESOLUTION adopting the City of Seattle Privacy Principles governing the City's operations, which will provide an ethical framework for dealing with current and future technologies that impact privacy, and setting timelines for future reporting on the development of a Privacy Statement and Privacy Toolkit for their implementation.

WHEREAS, advances in the use of information technologies in administration, law enforcement, and communications lead to the potential for increased data collection; and

WHEREAS, protecting the privacy of individuals interacting with City government is essential to maintaining the public's trust; and

WHEREAS, a number of advocates, academics, professionals, and public-sector leaders called upon the City to undertake a review of the City's privacy practices and to develop a City-wide privacy policy and means for ensuring compliance; and

WHEREAS, the City aspires to provide leadership for other cities dealing with privacy concerns; and

WHEREAS, a City-wide Interdepartmental Team (IDT) sponsored by the Department of Information Technology (DoIT) and Seattle Police Department (SPD), and comprised of departmental representatives from Seattle City Light, Seattle Fire Department, Law Department, Seattle Library, Records Administration, Seattle Department of Transportation, Department of Neighborhoods, and Seattle Parks and Recreation and was formed to examine leading City data practices and commitments necessary to build public trust in those practices, and

WHEREAS, a Privacy Advisory Committee comprised of academics, practitioners, lawyers, and community advocates has been convened to provide outside expertise and advice to the City's effort; NOW, THEREFORE,

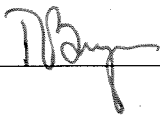
**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEATTLE, THE  
MAYOR CONCURRING, THAT:**

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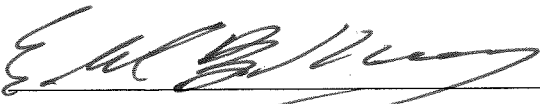
Section 1. The City of Seattle Privacy Principles, related to the City's collection, protection, use, retention, sharing, and disposal of personal information, and committing the City to standards of accountability and transparency, as elaborated in Attachment A, are adopted.

Section 2. The Mayor's Office, along with IDT leadership from DoIT and SPD, will report back to the Council in August 2015 on: (1) the Privacy Statement; (2) the Privacy Toolkit, which will establish actionable privacy standards to enable City departments to comply with the Privacy Principles; and (3) the timeline by which City departments will incorporate these Principles into their business and operational practices.


1 Adopted by the City Council the 23<sup>rd</sup> day of February, 2015, and  
2 signed by me in open session in authentication of its adoption this 23<sup>rd</sup> day  
3 of February, 2015.

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5 \_\_\_\_\_  
6 President \_\_\_\_\_ of the City Council

7 THE MAYOR CONCURRING:

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10 Edward B. Murray, Mayor

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15 Filed by me this 3<sup>rd</sup> day of MARCH, 2015.

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17 \_\_\_\_\_  
18 Monica Martinez Simmons, City Clerk

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20 (Seal)

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23 Attachment A: City of Seattle Privacy Principles



# City of Seattle Privacy Principles

## What is Personal Information?

“Personal information” is any information relating to an identified or identifiable individual. Examples of personal information include but are not limited to a person’s name, home or email address, social security number, religion, political opinions, financial and health records, and racial and ethnic origin.

## Privacy Principles

The City of Seattle collects personal information from the public so that we can provide many important services including community and critical infrastructure protection, 911 call response, waste management, electricity delivery and other services. We work to find a fair balance between gathering information to provide these needed services and protecting the public’s privacy.

While privacy laws protect some personal information, the information we collect becomes a government record that others can ask to see through public records requests. Therefore, it is important for you to know when and how your personal information is collected, how we use it, how we disclose it and how long we keep it.

The following Privacy Principles guide the actions we take when collecting and using your personal information:

1. We value your privacy...

Keeping your personal information private is very important. We consider potential risks to your privacy and the public’s well-being before collecting, using and disclosing your personal information.

2. We collect and keep only what we need...

We only collect information that we need to deliver City services and keep it as long as we are legally required and to deliver those services. Whenever possible, we tell you when we are collecting this information.

3. How we use your information....

When possible, we make available information about the ways we use your personal information at the time we collect it. We commit to giving you a choice whenever possible about how we use your information.

4. We are accountable...

We are responsible for managing your personal information in a manner that is consistent with our commitments and as required by law. We protect your personal information by restricting unauthorized access and by securing our computing resources from threats.

5. How we share your information...

We follow federal and state laws about information disclosure whenever we work with outside governmental agencies and in answering Public Disclosure Requests (PDRs). Business partners and contracted vendors who receive or collect personal information from us or for us to deliver City services must agree to our privacy requirements.

6. Accuracy is important...

We work to maintain and use accurate personal information for City business. When practical, we will work to correct inaccurate personal information. We also direct our partners and contracted vendors to follow the same guidelines.

**BILL SUMMARY & FISCAL NOTE**

<b>Department:</b>	<b>Contact Person/Phone:</b>	<b>Executive Contact/Phone:</b>
MO	Ryan Biava/44069	Robert Feldstein/61320

**1. BILL SUMMARY**

**Legislation Title:** A RESOLUTION adopting the City of Seattle Privacy Principles governing the City’s operations, which will provide an ethical framework for dealing with current and future technologies that impact privacy, and setting timelines for future reporting on the development of a Privacy Statement and Privacy Toolkit for their implementation.

**Summary and background of the Legislation:** In response to increasing collection and use of data, the Mayor’s Office convened an Interdepartmental Team (IDT), led by the Department of Information Technology (DoIT) and the Seattle Police Department (SPD), to update the City’s privacy policies and regulations. The three IDT deliverables are a set of high-level Privacy Principles, an operational Privacy Statement, and a Privacy Toolkit to help departments implement the rules and ethics developed in the Privacy Principles and Statement. This resolution adopts the high-level Privacy Principles, and calls for a future Council briefing on the Privacy Statement and Privacy Toolkit upon their completion.

**2. CAPITAL IMPROVEMENT PROGRAM**

       This legislation creates, funds, or anticipates a new CIP Project.

Project Name:	Project I.D.:	Project Location:	Start Date:	End Date:	Total Cost:

**3. SUMMARY OF FINANCIAL IMPLICATIONS**

  X   This legislation does not have direct financial implications.

**4. OTHER IMPLICATIONS**

- a) **Does the legislation have indirect or long-term financial impacts to the City of Seattle that are not reflected in the above?**  
 The adoption of these Privacy Principles has no direct financial impact, but there may be future financial impacts as the principles are implemented by departments and continued administration. The IDT considering the further elaboration of policy based upon these Principles reserves the

right to recommend specific means of implementation, some of which may have financial impacts. Any necessary budget appropriation changes will be included in future budget legislation or other legislation.

**b) Is there financial cost or other impacts of not implementing the legislation?**

As privacy law and policy advance, it is increasingly essential that the City of Seattle have a well-articulated and comprehensive privacy policy. Additionally, this legislation is required before the City of Seattle's wireless mesh network may be made operational again, as the Council placed a moratorium on its use to remain in place until this policy development takes place. Finally, paying additional attention to privacy and data security can help prevent data breaches and their associated human and financial consequences.

**c) Does this legislation affect any departments besides the originating department?**

Following adoption of the Privacy Principles, the IDT will be developing more specific guidelines to departments, as well as a Privacy Toolkit, which departmental staff will use to ensure that future data programs and technological acquisitions comply with the Privacy Principles and guidelines.

**d) Is a public hearing required for this legislation?**

No.

**e) Is publication of notice with *The Daily Journal of Commerce* and/or *The Seattle Times* required for this legislation?**

No.

**f) Does this legislation affect a piece of property?**

No.

**g) Please describe any perceived implication for the principles of the Race and Social Justice Initiative. Does this legislation impact vulnerable or historically disadvantaged communities?**

The development of all aspects of the Privacy Policy (i.e., Principles, Statement, and Toolkit) actively consider disparate impacts upon vulnerable or historically disadvantaged communities. This has been a priority for the IDT from the beginning, and will continue to work with the Office for Civil Rights and the Office of Immigrant and Refugee Affairs to ensure that the Policy is communicated and implemented in equitable ways.

**h) If this legislation includes a new initiative or a major programmatic expansion: What are the long-term and measurable goals of the program? Please describe how this legislation would help achieve the program's desired goals.**

Several metrics are possible. First, the number of staff (and in which departments) trained to use the eventual Privacy Toolkit will provide a measure of how widely the policy is being integrated into the City. Second, the number and quality of inquiries received by DoIT about data operations planning will help illustrate how successful the policy is being perceived.

**i) Other Issues:**

**List attachments below:**





**City of Seattle**  
Edward B. Murray  
Mayor

February 3, 2015

Honorable Tim Burgess  
President  
Seattle City Council  
City Hall, 2<sup>nd</sup> Floor

Dear Council President Burgess:

As advances in the use of information technologies in administration, law enforcement, and communications lead to increased data collection in the course of doing everyday business, the protection of the privacy of those interacting with the City of Seattle becomes more and more essential.

I am pleased to transmit the attached resolution regarding adoption of a set of privacy principles that will be used to govern the City's operations. This resolution also calls for the development of a privacy statement and toolkit.

This work was and will continue to be influenced by a City-wide Interdepartmental Team sponsored by the Department of Information Technology (DoIT) and Seattle Police Department, and comprised of representatives from Seattle City Light, Seattle Fire Department, Seattle Library, Records Administration, Seattle Department of Transportation, Department of Neighborhoods, Seattle Parks and Recreation, and the City Attorney's Office. This group has examined leading City data practices and commitments necessary to build public trust in those practices. A Privacy Advisory Committee comprised of academics, practitioners, lawyers, and community advocates has been convened to provide outside expertise and advice to the City's effort.

Seattle is poised to lead the nation on this issue of municipal data collection and privacy policies and I look forward to working with you to enact this resolution and the other components to our privacy program. Thank you for your consideration of this legislation. Should you have questions, please contact Patti DeFazio at 684-8033.

Sincerely,

Edward B. Murray  
Mayor of Seattle

cc: Honorable Members of the Seattle City Council

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Seattle City Hall, 7<sup>th</sup> Floor  
600 Fourth Avenue  
PO Box 94749  
Seattle, Washington 98124-4749

Tel (206) 684-4000  
Fax: (206) 684-5360  
Hearing Impaired use the Washington Relay Service (7-1-1)  
[www.seattle.gov/mayor](http://www.seattle.gov/mayor)

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STATE OF WASHINGTON -- KING COUNTY

--SS.

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321602

No.

CITY OF SEATTLE, CLERKS OFFICE

**Affidavit of Publication**

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12<sup>th</sup> day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

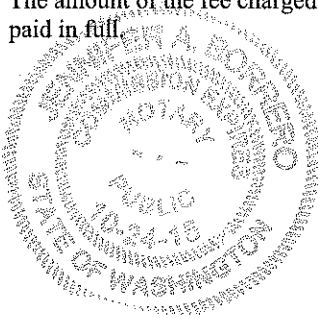
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a


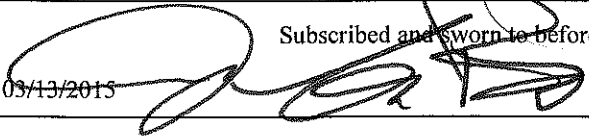
CT:31569-71 TITLE ONLY

was published on

03/13/15

The amount of the fee charged for the foregoing publication is the sum of \$54.25 which amount has been paid in full.



  
\_\_\_\_\_  
Subscribed and sworn to before me on  
03/13/2015 

\_\_\_\_\_  
Notary public for the State of Washington,  
residing in Seattle

Affidavit of Publication

## State of Washington, King County

### City of Seattle

The full text of the following legislation, passed by the City Council on February 23, 2015, and published below by title only, will be mailed upon request. It can be accessed at <http://clerk.seattle.gov>. For information on upcoming meetings of the Seattle City Council, please visit <http://www.seattle.gov/council/calendar>. Contact: Office of the City Clerk at (206) 684-8344.

#### RESOLUTION NO. 31571

A RESOLUTION adopting the Seattle City Council 2015 Work Program.

#### RESOLUTION NO. 31570

A RESOLUTION adopting the City of Seattle Privacy Principles governing the City's operations, which will provide an ethical framework for dealing with current and future technologies that impact privacy, and setting timelines for future reporting on the development of a Privacy Statement and Privacy Toolkit for their implementation.

#### RESOLUTION NO. 31569

A RESOLUTION proposing that certain public interest obligations be required of Comcast Corporation for its proposed merger with Time Warner Cable Incorporated in the event the merger is approved by the Federal Communications Commission.

Date of publication in the Seattle Daily Journal of Commerce, March 13, 2015.

3/13(321602)