

# NIST Privacy Workforce Public Working Group

## Meeting Minutes

July 14, 2021 | 1:00 - 2:00 p.m. ET

This meeting was not recorded.

## WELCOME AND INTRODUCTIONS

Dylan Gilbert welcomed everyone to the meeting. Dylan noted that attendees' microphones were muted at the start of the meeting but that all were invited to raise their hands if they wanted to share, or to use the Chat. Dylan noted that there would be time available for questions at various points.

Dylan provided a quick overview of the status of the PWWG.

- There have been two monthly meetings prior to this one, helping to lay out the logistics, structure, and goals of the Working Group. Now it is time to shift gears and look ahead.
- In the future, as topics arise either from within the Working Group, or Privacy Workforce related topics, or current events that may be worth discussing in this forum, that will be fair game for this monthly meeting.
- Today's discussion will focus on the latest work of the Project Teams and challenges that have arisen and look at next steps.
- Dylan encouraged new members to check out the [PWWG Website](#) to learn more. There are currently 601 members in the PWWG, 112 on Project Team 1, and 77 on Project Team 2.

## PROJECT TEAM UPDATES

### Project Team 1: Risk Assessment (ID.RA-P)

- Project Team Co-Lead: *Lauren Jones - Data Privacy & Protection Counsel, FINRA*
- Project Team Co-Lead: *Lisa McKee - Senior Manager Security and Data Privacy, Protiviti*

Lauren updated the Working Group on the progress of Project Team 1.

- Project Team 1 is working on authoring TKS statements for the Risk Assessment Category.
- The Project team has had one meeting to date.
- Lisa and Lauren created a shared TKS Google Sheet for members to add their TKS statements.

- If members have trouble using the Google Sheet, there is a hard copy that they can add to and send their TKS statements to the team leads.
- Meetings will be held on alternate Wednesdays and Thursdays biweekly. Different times were chosen to accommodate different geographic regions and time zones.
  - Every 1<sup>st</sup> Thursday of the month from 11:00 AM - 12:00 PM ET
  - Every 3<sup>rd</sup> Wednesday of the month from 5:00 PM – 6:00 PM ET
- The next meeting is next Wednesday, July 21 from 5:00 PM – 6:00 PM ET

### Project Team 2: Inventory and Mapping (ID.IM-P)

- Project Team Co-Lead: *Dr. Sarah Lewis Cortes - Privacy Engineering, Netflix*
- Project Team Co-Lead: *Mary Potter - Director of Privacy and Research Data Protections, Virginia Tech*

Mary Potter gave an update on the work of Project Team 2.

- The Team has had two meetings to date. The Team Leads appreciate the enthusiasm of the Team.
- In the first meeting, the Team walked through the Privacy Framework Inventory and Mapping Subcategories.
- Sarah and Mary chose one Subcategory to focus on - ID.IM-P5. The Team did some workshopping to make sure that everyone understood what the goals are in creating the TKS statements.
- There was a lot of discussion among the team about what should/should not be included.
- For the second meeting, Sarah and Mary created some sample TKS statements as talking points. Discussed how to word these, the granularity of the statements, that they need to be a single activity. The task is a single task. The Team discussed 'identify and document' and whether these are one single Task or two separate Tasks.
- Project Team 2 meetings are only one hour, not enough to get all the work done. Mary encouraged everyone to look at the shared Google TKS Sheet and to add their TKS statements to it. This will help the team to move at a faster pace. If members are unable to join a biweekly meeting, they can still contribute TKS statements.
- Project Team 2 Recurring Meetings: Biweekly on Mondays from 12:00 PM – 1:00 PM ET
- Next meeting is Monday, July 26<sup>th</sup> from 12:00 PM – 1:00 PM ET

### PROJECT TEAM DISCUSSION

Dylan led the Project Team Leads in a conversation about the work of the Teams and what they have learned.

### TKS Google Sheets

- Lisa noted that some TKS examples in the Google TKS Sheet are not written following the Authoring Guide. They need to be complete sentences.
- Mary said that in PT2 the engagement was good, lots of conversation about what we were trying to do. PT2 only recently posted the Google Sheet and members have already started contributing.

### **Authoring Guide**

- Dylan reminded the Project Team members to refer to the Authoring Guide for specific rules and guidance on drafting the TKS statements. This will save a lot of editing later and there can be more substantive discussion about the statements' content.
- If you have trouble accessing the Authoring Guide, please email [pwwg@nist.gov](mailto:pwwg@nist.gov).
- Dylan told the attendees that one Project Team member had pointed out an inconsistency in the Authoring Guide. This has been brought to the attention of the NICE team and they will work to resolve that.

### **Team Approach to the Subcategories**

Dylan noted that Mary and Sarah on PT2 started with a narrow approach with one subcategory. Did that strategy work well? What are the next steps?

- Mary said that the approach worked well to put one TKS statement out there as example. It started the discussion. The first meeting was all about talking through what a Task looks like, what should the statements be, and what granularity of information belongs there.
- Dylan encouraged those on Project Teams to go ahead and start creating their own statements. It can help to understand the relationships between the TKS statements: how a Task statement can be associated with a Knowledge statement or a Skill statement; how a Knowledge statement could potentially be associated with multiple Skill statements to emphasize the modular approach.
- Dylan mentioned that one of the example Task statements discussed was 'identify and document'. There was discussion around this not using the correct structure. Identify would need to be in a separate statement from document. Does documenting something assume identifying? Are they separate? There may not be complete agreement around some of these, but these are some of the discussions we need to have. If your organization is doing this, maybe you say that you definitely need to separately identify and then document.
- Lisa noted that 'identify and document' was something that had come up. The Authoring Guide is clear that those would be two separate concepts, and they want to follow that guide.

## Level of Granularity

- Dylan brought up the level of granularity required. Someone asked if the Team is supposed to take the perspective of the worker doing the task, or the perspective of the organization hiring the worker? This is a workforce Framework to meet an organizational outcome. You will be thinking of these being done by a member of the workforce. How broad do we want to make these? One task that is applicable to small and large organizations? We need to grapple with this.

## Completeness of TKS Statements

- Lisa suggested that members look at the draft statements that they have written so far, and then look at what constitutes a TKS statement in the Authoring Guide, and make sure the statements are complete.
- So far, a dozen people have contributed, and the team leads would like to see more involvement from others.
- Lauren offered to walk through sample statements with team members if there is lingering hesitancy about how to draft them.

## PF Glossary

- Dylan told the attendees that the Privacy Framework Glossary is now included on the Google Shared Reference Documents drives for your reference so that members can make sure to follow the Privacy Framework definitions laid out.

## NEXT STEPS & UPCOMING MEETINGS

- Mary mentioned that Project Team 2 wants to spend more time focusing on the first subcategory to make sure everyone understands the level of granularity. Everyone should feel free to add their own TKS statements to the others. The Team will drill down on this one. Once we get the first one, since some are related, we will be able to carry over some things to the other subcategories.

## Upcoming Meetings

- **Project Team 1: Risk Assessment (ID.RA-P)**  
Wednesday, July 21, 2021 from 5:00pm ET – 6:00pm ET
- **Project Team 2: Inventory and Mapping (ID.IM-P)**  
Monday, July 26, 2021 from 12:00pm ET – 1:00pm ET
- **NIST Privacy Workforce Public Working Group**  
August 11, 2021 from 1:00pm ET – 2:00pm ET

## Resources

- **PWWG Web Page** - [Privacy Workforce Working Group](#)
- **Troubleshooting** - Email questions to [pwwg@nist.gov](mailto:pwwg@nist.gov)

## Q & A

**Question:** Regarding the existing Project Teams, are they going to be recycled, move on to another category?

- **Answer:** PT1 will disband and they will move on. There will only be two teams at one time. One team will disband, and we will call people to join the new team for the next category.