

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
PROGRAM MANAGER, INFORMATION SHARING ENVIRONMENT
WASHINGTON, DC 20511

February 12, 2008

MEMORANDUM FOR THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE ATTORNEY GENERAL
THE SECRETARY OF THE INTERIOR
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR
THE SECRETARY OF HEALTH AND HUMAN SERVICES
THE SECRETARY OF TRANSPORTATION
THE SECRETARY OF ENERGY
THE SECRETARY OF HOMELAND SECURITY
DIRECTOR, OF NATIONAL INTELLIGENCE

FROM: Thomas E. McNamara, Program Manager, Information Sharing Environment

SUBJECT: Issuance of *Privacy and Civil Liberties Implementation Manual for the Information Sharing Environment*

REFERENCE: *Guidelines to Ensure that the Information Privacy and Other Legal Rights of Americans are Protected in the Development and Use of the Information Sharing Environment – Issued September 10, 2007*

This memorandum constitutes issuance of the *Privacy and Civil Liberties Implementation Manual for the Information Sharing Environment (Manual)* to federal departments and agencies (agencies).¹ The Manual should assist in implementing the presidentially-approved *Guidelines to Ensure that the Information Privacy and Other Legal Rights of Americans are Protected in the Development and Use of the Information Sharing Environment (Privacy Guidelines)*. The President, in his December 16, 2005 memorandum, “Memorandum to the Heads of Federal Departments and Agencies on the Guidelines and Requirements in Support of the Information Sharing Environment,” mandates protecting the privacy and other legal rights of Americans as a core tenet of the Information Sharing Environment (ISE).

The creation of a trusted ISE is a high Presidential priority. Critical to a strong ISE is that agencies make implementation of the Privacy Guidelines a first-order concern. Specifically, the Privacy Guidelines require each federal agency to develop and implement a written ISE privacy protection policy that sets forth the mechanisms, policies, and procedures the agency will follow in implementing the Privacy Guidelines.

¹ The Privacy and Civil Liberties Implementation Manual for the Information Sharing Environment is located at www.ise.gov

To emphasize the importance to a successful ISE of the Privacy Guidelines, I am issuing this to assist federal agencies as they undertake this effort. Federal agencies should use the Manual as “one-stop shopping” for information, resources, tools, and guidance on the ISE Privacy Guidelines. The Manual provides agencies with a “how to” so they understand and implement the ISE Privacy Guidelines with a minimum of duplication of effort. It will also help ensure consistent interpretation of the Guidelines’ requirements among agencies.

The Manual is a large, detailed document, for convenience it is located on the ISE web site at www.ise.gov (click on the ISE Privacy Protection Tab). The Manual cites applicable authorities, provides specific guidance on the main provisions, and provides resources and tools to help agencies utilize existing, applicable activities to fulfill the Guidelines requirements. The Manual is not meant to be prescriptive. Although the core Guidelines elements **must be met** by Federal agencies, how agencies meet these elements is up to each agency.

Similar to the *Privacy and Civil Liberties Implementation Guide for the ISE*, issued in September 2007, the Manual was developed by the Privacy Guidelines Committee (PGC), established by the Program Manager for the Information Sharing Environment (PM-ISE) pursuant to the ISE Privacy Guidelines. The PGC is comprised of the ISE Privacy Officials of the departments and agencies represented at the Information Sharing Council (ISC). The PGC is chaired by the Office of the Director of National Intelligence and the Department of Justice.

Responsibility for implementation of the Privacy Guidelines falls to each agency. Your agency’s designated ISE Privacy Official is charged with overseeing your agency’s implementation of and compliance with the ISE Privacy Guidelines. However, senior leadership’s active involvement in implementing the ISE Privacy Guidelines is essential. Dedication of appropriate resources to assist the ISE Privacy Official will help ensure full and timely implementation. To assist your ISE Privacy Official, the PGC will conduct in-depth informational briefings on the Manual and its resources. In the near future, the Manual will house training tools and aids that agencies may use to assist in their implementation of and compliance with the Guidelines. The PGC will work with your agency to provide additional training, as needed, to assist with your agency’s implementation of the Privacy Guidelines.

As the implementation process begins, the PGC will provide guidance on the Privacy Guidelines. It will also seek out best practices to share with agencies and will serve as a forum for resolving inter-agency issues. To facilitate the work of the PGC, each agency should share with the PGC its ISE privacy protection policy, not for approval, but to enable the PGC to anticipate and resolve issues, ensure consistent interpretations, and to keep all informed of the status of the Guidelines implementation.

The point of contact for this effort is Josh K. Weerasinghe at (202) 331-0629 or joshkw@dni.gov.

//SIGNED//
Thomas E. McNamara

Attachment:
Cabinet Department Privacy Guidelines Committee (PGC) members

cc:
Privacy Guidelines Committee Co-chairs
Information Sharing Council