Road to PIPA Week 5 (Groundwork 4 March 2024)

Setting up a Privacy Committee

Tentative Interview Guide

The first step in creating your Privacy Programme is to set up an internal committee that can help gather data and make decisions regarding the collection and use of personal information in your organisation. It is helpful to create a list of all business units (or processes such as marketing, human resources, inventory, etc.) and identify staff members from each to join the Privacy Committee.

Besides bringing knowledge of their area of expertise and their thoughts about how to protect personal information, committee members should be chosen for their motivation and dedication to protecting the security and privacy of the organisation's information assets.

In the interviews:

- Discuss each of the interviewees' programmatic goals;

- Focus on how they use tech and information to accomplish their goals;

- Build a case for how privacy supports these goals.

Specifically, you can ask:

- What is the business purpose or programmatic goal of your unit and/or job duties?

- Who in your unit has an understanding of privacy and its principles?

- Has anyone in your unit been trained in privacy?

- What types of personal information does your unit process?

- How do you collect that information?

- Where do you store the information?

- Who is responsible for the information?

- Who has access to the information?

- Are there any flowcharts or other documents that map the process of unit information?

- How is the information processed (i.e. is it sent to anyone else, do you use dedicated software, etc.)?

- What security safeguards are in place to protect personal information?

- How long do you retain personal information? How is it destroyed?

Once your interviews are complete and staff members have agreed to participate in the Privacy Committee, you can make an announcement to staff and schedule regular meetings to work on your Privacy Programme.