

**MINUTES OF THE
UTAH PRIVACY OVERSIGHT COMMISSION MEETING**

Thursday, June 20, 2024 ▪ 2:30 p.m.

Virtual Meeting ▪ Anchor Location: Room 220, East Building, Utah Capitol Complex

Participating Commission Members:

Commissioner Chris Koopman
Commissioner J. Kent Millington
Commissioner Phillip J. Windley
Commissioner Brandon Greenwood
Commissioner Keith Squires

Commissioner David N. Sonnenreich
Commissioner Steve McCown
Commissioner Jason Shelton
Commissioner Josh Daniels

Excused Commission Members:

Commissioner Quinn Fowers

Commissioner Mike Smith

Absent Commission Members:

Commissioner Sam Smith

Other Attendees:

Whitney Phillips, State Privacy Officer
Mandy Teerlink, Office of the State Auditor
Tauna MacPherson, Office of the State Auditor
Christopher Bramwell, Chief Privacy Officer
Micah Vorwaller, Government Operations
Brian Nelson, Government Operations, Division of Technology Services
Elliott Clark, Office of the Attorney General
Lana Taylor, Office of the Attorney General
Shelly Teuscher

Note: A copy of the meeting materials and an audio recording of the meeting may be found on the Public Meeting Notice website under the Utah Privacy Commission (listed as a public body under the State/State Auditor) on the June 20, 2024 meeting. These minutes may refer to the recording found on the Public Notice Website with the approximate number on the recording where an issue is being discussed.

1. Welcome

Chair Sonnenreich called the meeting to order at 2:35 p.m.

2. Approval of minutes of the May 22, 2024 meeting

Chair Sonnenreich asked for a vote to approve the May 22, 2024 minutes.

MOTION: Commissioner Daniels moved that the minutes of the May 22, 2024 meeting be approved. The motion passed unanimously, with Commissioner Greenwood being absent. [Please refer to 00:05:08 in the recording to hear the motion.]

3. Approve Meetings Schedule for FY2025

Chair Sonnenreich proposed a list of meeting dates for the upcoming fiscal year. The dates are listed on the agenda for the meeting.

MOTION: Commissioner Shelton moved to adopt the meeting schedule as listed on the agenda. Motion passed unanimously.

[Please refer to 00:06:20 to hear the motion.]

4. UPC Review Statutory Duties

Chair Sonnenreich discussed the commission report due to the Judiciary Interim Committee by October 1st. The substance of the report should contain results of reviews conducted by the commission, guiding standards and best practices, and legislative recommendations developed by the commission. Chair Sonnenreich said he would like for the new subcommittees to meet and collaborate before the next commission meeting so that reports can be submitted from each subcommittee for the report.

[Please refer to 00:06:40 to hear this discussion.]

5. UPC Subcommittee Proposals

Chair Sonnenreich reviewed the following subcommittees and assignments:

- Government Privacy Standards and Best Practices (e.g. privacy impact assessments, privacy policy templates, general compliance issues) – Christopher Koopman as Chair, Brandon Greenwood, Phil Windley and Quinn Fower as members.
- Government Privacy Education and Training (including resource issues) – Jason Shelton as Chair, Quinn Fower, Phil Windley, and Josh Daniels as members.
- Government Privacy and Civil Liberties (focusing on specific issues of concern) – Josh Daniels as Chair, Keith Squires, Brandon Greenwood, Mike Smith, and Christopher Koopman as members.
- Government Privacy and Cybersecurity Legislation – David Sonnenreich as Chair, Steve McCown, Sam Smith, Jason Shelton, and Kent Millington as members.

MOTION: Commissioner Daniels moved to adopt the proposed commission subcommittees as proposed in the meeting. Motion passed unanimously.

[Please refer to 00:13:55 to hear the motion.]

6. Chief Privacy Officer Report

Chief Privacy Officer Christopher Bramwell provided an update on various projects his team is working on:

- The Utah Privacy Governing Board will soon set its first meeting.
- Sen. Cullimore and Rep. Moss hosted a privacy workgroup to allow government entities the opportunity to comment on recent privacy laws.
- The Office of Data Privacy (ODP) has hired a full-time employee for privacy education and training. The new employee will be establishing KnowBe4 as the platform for building the training program.
- DARS and ODP are collaborating on developing a new record series management system to improve standardization and workflow.
- ODP is looking into creating Privacy Policy templates for government entities.
- ODP will hire a new full-time employee to help with privacy impact assessments.
- ODP is coordinating with the Governor to appoint a new privacy ombudsperson

[Please refer to 00:17:32 to hear this presentation and discussion.]

7. State Privacy Officer Report

State Privacy Officer Dr. Whitney Phillips provided an update on her office's privacy health checks that assess current privacy practices for the various governmental entities in Utah. Dr. Phillips said most entities that have been assessed so far are at ad-hoc status, but the process has been helpful for them to determine pain points in privacy practices in the entities.

One aspect of privacy that entities tend to overlook or ignore is the use of generative AI in completing governmental tasks. To aid entities to come into compliance with new regulations, Dr. Phillips and her team have developed a privacy toolkit that provides helpful resources, such as a generative AI policy.

[Please refer to 00:41:20 to hear this presentation and discussion.]

8. Other Business

Chair Sonnenreich reminded commissioners to use their state email addresses for commission business, and recommended they set up notifications for them to keep better tabs on incoming emails.

9. Adjourn

Chair Sonnenreich called for a motion to adjourn the meeting.

MOTION: Commissioner Daniels moved to adjourn the meeting. The motion passed unanimously.