Group Charter

Group Name: Higher Education Chief Privacy Officers (HE-CPO) Working Group

Mission/Purpose

The HE-CPO Working Group is focused on providing a supportive and collaborative environment for institutional chief privacy officers—and others who may not have that title but who have institution-wide privacy as an assigned job responsibility—to share information and speak freely regarding privacy news, issues, and concerns affecting higher education. This group is to be accessed by privacy professionals, and its resources are to be used for the benefit of institutional privacy programs.

The Higher Education Chief Privacy Officers group exists to:

1. Provide a peer group support structure
2. Develop the professional expertise of its members
3. Advance privacy collaboration among higher education institutions
4. Raise institutional awareness of institution-wide privacy issues and concerns
5. Develop resources that may be shared with the larger community of privacy professionals in higher education
6. Promote the future of privacy as it relates to higher education

Membership

Members must have significant institution-wide privacy responsibilities as a recognized job assignment for a higher education institution, usually indicated by the title chief privacy officer. In cases where the institution has not designated a position with this title, privacy job responsibilities must clearly be assigned by the institution to the individual.

Members are to have broad privacy responsibilities that go beyond one specialized privacy sector. The HE-CPO Working Group is not intended to serve, for example, medical (HIPAA) or student record (FERPA) privacy officers who do not also have broader institution-wide privacy job responsibilities.

We recognize that some members will be new to this role for their institution, and we warmly welcome new privacy professionals along with experienced privacy pros!

Emeritus members who wish to remain connected will retain access as long as they do not return to employment in a different industry outside higher education.

Group Member Roles

Group members should make all attempts to participate in group conference calls and meetings. Members are also expected to volunteer and assume responsibility for discussion topics or deliverables identified by the group in support of the mission and for duties such as facilitating meetings or taking minutes, as needed.
## Group Leadership

Co-Chairs:
- Lisa Ho, University of California, Berkeley
- Scott Schafer, University of Pennsylvania

Staff Liaisons:
- Joanna Grama, EDUCAUSE
- Valerie Vogel, EDUCAUSE

## Meetings, Agendas, and Minutes

Interaction will primarily take place during scheduled conference call meetings.

- The co-chairs will work with EDUCAUSE staff to schedule monthly one-hour conference call meetings.
- The co-chairs will work with EDUCAUSE staff to develop and send a meeting reminder and agenda prior to each meeting.
- Agendas will typically contain time for sharing privacy experiences, keeping the group apprised of upcoming privacy-related events, reviewing past events, updating members or guest speakers on new or continuing privacy issues, and addressing other topics as the group determines.
- The co-chairs will rotate to host/facilitate meetings, or a volunteer group member will do so if both co-chairs are unavailable.
- High-level minutes will be taken and shared with members only.
- Minutes will be taken by EDUCAUSE staff or a co-chair or volunteer group member if EDUCAUSE staff are unavailable.

## Other Logistics

- Working group members are expected to respect the confidentiality of other members—on calls, on the listserv, and in access-controlled online tools.
- Working group member and co-chair terms are described in the HEISC Charter.
- Working group members will reevaluate this charter annually and make adjustments as needed.
- Every attempt is made to balance working group membership by ensuring that a variety of institutions are represented in terms of institution size, type, and geographic location.
- Working group decisions will be made by consensus.
- Communication will be facilitated via an e-mail discussion list.
- Content may be developed for the Information Security Guide or EDUCAUSE Library.
- EDUCAUSE staff liaisons will inform HE-CPO members of other working group activities in an effort to avoid duplication of work.

## How to Request to Join HE-CPO

Requests to join the group should be sent to Valerie Vogel and co-chairs Lisa Ho and Scott Schafer. Please briefly explain the privacy role you have been assigned at your institution.

### Members

- Higher Education Chief Privacy Officers