



Homeland Security

November 3, 2010

Director David Carabin
Boston Regional Intelligence Center
One Schroeder Plaza
Boston, MA 02120

Dear Director Carabin:

The Intelligence Reform and Terrorism Prevention Act of 2004, as amended by the Implementing Recommendations of the 9/11 Commission Act of 2007, established an information sharing environment for the sharing of terrorism-related information while protecting the privacy, civil rights, and civil liberties of individuals. The *Guidelines to Ensure that Information Privacy and Other Legal Rights of Americans are Protected in the Development and Use of the Information Sharing Environment* ("ISE Privacy Guidelines") require relevant entities, including fusion centers, to have a written privacy protection policy in place that is "at least as comprehensive" as the ISE Privacy Guidelines.

In my capacity as a co-chair of the Privacy and Civil Liberties Sub-Interagency Policy Committee, I have reviewed the Boston Regional Intelligence Center privacy policy and recognize it to be "at least as comprehensive" as the ISE Privacy Guidelines. Fusion center privacy policies should be renewed and updated as necessary based on any future changes to the ISE Privacy Guidelines.

Completion of this written privacy policy is an important first step in the implementation of a strong privacy protection framework, to include training of fusion center personnel in privacy and civil liberties protections. In fostering trust among the public and your partners, I urge you to make this policy available to the public through a variety of different channels, to include electronic means. Centers must supply a copy of this privacy policy upon request, but I also recommend you post it on any public facing website your center maintains and be prepared to discuss it as you liaise with your local communities.

Finally, I strongly recommend that your center begin preparing a Privacy Impact Assessment (PIA) or updating an existing PIA, if applicable. A PIA is a vital tool used to evaluate possible privacy risks and to mitigate identified risks to the privacy, civil rights, and civil liberties of individuals. The Global Justice Information Sharing Initiative's *Guide to Conducting Privacy Impact Assessments for State, Local, and Tribal Information Sharing Initiatives* can be found at <http://www.it.ojp.gov/default.aspx?area=privacy&page=1295> and is a useful resource in PIA development.

Should you have any questions with regard to privacy issues, please feel free to contact the DHS Privacy Office on behalf of the Privacy and Civil Liberties Sub-IPC at 703-235-0780.

Sincerely,



Mary Ellen Callahan
Chief Privacy Officer
Department of Homeland Security

cc: Alexander W. Joel, ODNI CLPO
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