UCLA Board on Privacy and Data Protection

PURPOSE AND CHARGE
The UCLA Board on Privacy and Data Protection ("the Board") is the campus nexus for consideration of institutional privacy and data protection needs, when these needs must be balanced with the campus’s many other values and obligations – for example, innovation, openness, accessibility, transparency, operational effectiveness, ethical behavior, and administrative and legal requirements – and account for external trends in technology and individual expectations.

The Board is charged with articulating institutional principles and positions on privacy and data protection that reflect the campus’s values and cultural expectations in order to set strategic direction and guide operational policy development and management decision-making; and serves as the institution’s chief endorsement body on such positions. The Board works with functional offices that have legal or compliance authority in the areas of privacy or data protection.

Privacy is crucial to UCLA’s values of academic and intellectual freedom and to the well-being of the campus community and culture. By establishing the Board, the campus acknowledges the importance of and necessity for a careful, thoughtful, long-term approach to setting privacy and data protection direction that will guide the institution.

AUTHORITY AND RELATIONSHIPS
The Board reports to the Executive Vice Chancellor and Provost. Additionally, the Board can be considered to have "dotted line" relationships to (see Figure 1 on the next page):

- **IT Planning Board.** The Privacy and Data Protection Board had its genesis in privacy- and data protection-related discussion at the ITPB in 2004. The Board brings matters needing wider discussion or more formal campus endorsement to the joint Senate-Administration ITPB.

- **Academic Senate.** The Board is an administrative committee but strives through its organizational structure to ensure a strong faculty and Senate voice. Matters requiring formal Senate input, review, or approval would be taken directly to the Senate or, as appropriate, through the joint Senate-Administration ITPB.

- **Oversight Committee on Audit, IT Governance, Compliance, and Accountability.** The Board reports to the Oversight Committee on privacy and data protection matters, as appropriate, when they have institutional risk or compliance implications. The Board’s Chair and/or Vice Chair represent the Board on interactions with the Oversight Committee as appropriate to the topic.

The Board’s faculty Chair is appointed jointly by the Provost and the Academic Senate.

General oversight and support occurs through the Office of Information Technology.
MEMBERSHIP

The Academic Senate must play a vital role in the governance of privacy and data protection for the academy, as privacy is essential to academic freedom and to the conduct of teaching and research. The Board is therefore organized in structure and process to reflect the faculty voice.

The Board maintains a balanced number of faculty and administration, plus one graduate and one undergraduate student representative. Faculty appointments should ensure social, cultural, technical, and management aspects of privacy and data protection (i.e., expertise in privacy and/or data protection, regardless of underlying discipline). Administrative appointments should have direct involvement with institutional management of privacy and/or data protection matters. “Designees,” as used below, are intended to provide a formal liaison to their respective offices. The total number of voting members is normally expected to be about sixteen. These membership criteria are intended to encourage diverse viewpoints and expertise within the Board to provide an effective venue for institutional deliberation.

Members are recommended by the Board’s Executive Committee, in consultation with the full Board, and require a majority vote to be confirmed. Nominations for faculty Board positions will be conducted in consultation with the Senate. Final membership decisions are confirmed by the Executive Vice Chancellor and Provost, to whom the Board reports.

The Executive Committee is responsible for managing the recommendation process.
Voting Membership

Faculty (Staggered 3-year terms)

1-7. Faculty members (including the faculty Chair) equal to the number of administrative voting members.†

Administration

1. Vice Provost, Information Technology (administrative Vice Chair)
2. University Librarian
3. University Registrar
4. Chief Compliance Officer of the UCLA Health System and the David Geffen School of Medicine
5. Designee of the Vice Chancellor, Research
6. Designee from the Office of the Campus Counsel
7. Designee from Campus Human Resources

Students (One-year terms)

1. One regularly enrolled undergraduate student designated by the Undergraduate Students Association Council
2. One currently enrolled graduate student designated by the Graduate Students Association

Non-Voting Membership

• UCLA Chief Privacy Officer (member of the Executive Committee)
• UCLA Chief Information Security Officer
• Designee of the Executive Vice Chancellor and Provost
• Designee from Audit & Advisory Services

EXECUTIVE STRUCTURE

The Executive Committee comprises the Chair, Vice Chair, and UCLA Chief Privacy Officer. It acts on behalf of the Board to ensure responsiveness with regard to operations and agendas.

• Faculty Chair ("Chair"). The Chair is appointed by both the Executive Vice Chancellor and Provost and the Academic Senate and is one of the seven voting faculty positions. The Chair serves a two-year term.
• Administrative Vice Chair ("Vice Chair"). The Vice Provost, Information Technology serves as Vice Chair. The Vice Chair conducts Board meetings in the absence of the Chair.

† Must be adjusted as the administrative membership changes in number and vice versa.
VOTING
A quorum is considered to be one more than half of the number of voting members.
If a quorum is reached, then the result of the vote will be announced at the next meeting. If a quorum is not reached, the matter will be brought up at the beginning of the very next meeting for an expeditious vote.
At the discretion of the Chair, a vote may occur online. Members will receive electronic notice of the vote with the subject line “ACTION NEEDED: ____” and have two weeks to respond. One of the voting options will include a request to bring the item to a future meeting for further discussion.

MEETINGS
Meetings are generally held at least once per academic quarter.
Meetings are open to UCLA visitors with prior notice unless called otherwise by the Chair. Non-UCLA visitors attend at the discretion of the Chair. All visitors will be introduced.
The Board will maintain a web site for publishing meeting materials, meeting summaries, and any relevant documentation used by the Board. Materials will be assumed open to the campus and public unless declared confidential, privileged, or otherwise limited by the Chair or legal counsel.

Closed sessions
In consultation with legal counsel, the Board may go into closed session for certain agenda items at the direction of the Chair, with only voting members present. The attendance of non-voting or other individuals during such sessions is at the direction of the Chair. Student members may be excluded from closed sessions where deemed appropriate by the Chair.

ADMINISTRATIVE SUPPORT
Administrative support to the Board is provided by the Office of Information Technology.