

CityLAB Project Agreement Summer-Fall 2022 (major deliverables S2022)**

The role of the project agreement is to document the expectations for the project, define objectives, clarify constraints or limitations, and outline responsibilities to ensure clarity for the project. CityLAB can help you and your partner complete this document, feel free to reach out for help! Email us at citylab@hamilton.ca

Project Title: Develop a Data Protection Policy for The City of Hamilton

Is this project continuing from a previous CityLAB project? No

City staff details
City staff name: Kelly Austen
City staff phone number: TBD

Instructor and student details
Instructor name: Dr. Adrienne Davidson
Course name: PUBPOL 701: Public Policy Foundations I: Legislative, Regulatory and Judicial Dynamics
Number of students: 2
Student names (if known):

Project Description (what is the problem you are trying to solve and what is the context?)

If applicable, use the original challenge description found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.

We are requesting that a **Data Protection Policy (DPP)** be written for the City of Hamilton.

A DPP is a security policy dedicated to standardizing the use, monitoring, and management of data. The main goal of this policy is to protect and secure all data consumed, managed, and stored by the organization.

Challenge summary (summarize the challenge in plain language)

If applicable, use the original challenge summary found on www.citylabhamilton.com/challenges. Please make any changes as needed or simply leave as is.

Currently, the City of Hamilton does not have a DPP. By drafting a DPP, we will demonstrate our city's commitment to ensuring the protection and privacy of consumer data. For example:

- if the City of Hamilton is subjected to compliance audits, or experiences a data breach, the data protection policy can be presented as an evidence demonstrating the city's commitment to data protection principles.
- A DPP could help to complement IT policies as well as demonstrate The City of

	Hamilton’s leadership in the area of Data Protection.
Project Summary	<p>Phase 1: Background Research</p> <ul style="list-style-type: none"> • Research other municipalities and/or organizations using Data Protection Policies (DPP). • Develop a matrix of your findings depicting the subject and the items they have included in their DPP. • Develop/recommend a list of requirements (i.e. data protection standards and regulations) necessary for a proper Data Protection Policy. <ul style="list-style-type: none"> ○ Cross reference this list with the requirements for joining the Cities Coalition for Digital Rights to ensure their priorities are captured in the DPP. ○ Review these requirements with the Project Sponsor for approval before moving to write a DPP. <p>Phase 2: Draft the DPP</p> <ul style="list-style-type: none"> • Develop a draft City of Hamilton Data Protection Policy (DPP) as a starting point for discussion and consultations within the City of Hamilton • The Background Research and Draft DPP will be submitted to PUBPOL 701 as the final research assignment in lieu of the “Case Analysis and Policy Brief.” The project assignment is August 5th. <p>Phase 3: Integrate Project Feedback</p> <ul style="list-style-type: none"> • Respond to comments from Kelly Austen, written feedback staff at the City of Hamilton, Vass Bednar, and Dr. Adrienne Davidson • Work with CityLAB to develop the project visualization for the Fall showcase (Dec 2022)
Communication with Staff	Communication: Student representative to communicate with staff

Roles	Students: Sanchita Rajvanshi John Halligan	
Roles	City Staff: Kelly Austen	
	Instructors: Adrienne Davidson; Vass Bednar	
	Stakeholders (if applicable):	
	Project Deliverables, Timelines, and Strategic Priorities For the below table, please select all options that apply to your project. The dropdown boxes contain common checkpoints and milestones to help you envision the partnership. Please use the notes column for extra detail as needed and feel free to add in your own relevant items.	
Alignment with City of Hamilton Strategic Priorities: <input checked="" type="checkbox"/> Community Engagement and Participation <input checked="" type="checkbox"/> Economic Prosperity and Growth <input checked="" type="checkbox"/> Healthy and Safe Communities <input checked="" type="checkbox"/> Clean and Green <input checked="" type="checkbox"/> Built Environment and Infrastructure <input checked="" type="checkbox"/> Culture and Diversity <input checked="" type="checkbox"/> Our People and Performance		
Meetings and Draft Work	Notes	
Choose an item.	Due To:	Date
Interim/Draft background research report	K. Austen	July 22 nd
Background research report & draft DPP	A. Davidson; K. Austen	August 5 th
Initial comments back on draft DPP and report	J. Halligan, S. Rajvanshi	August 30 th
Edited draft DPP for circulation/comment by City of Hamilton	K. Austen	September 15 th
Comments back from City of Hamilton	J. Halligan, S. Rajvanshi	October 30 th
Draft presentation for CityLAB	J. Weber	October 30 th
Final Deliverables		
Final DPP	K. Austen	December 15 th
Final Background Research Report	K. Austen	December 15 th
CityLAB Deliverables		
Infographic and 3-minute Video		TBC
Presentation at Project Showcase		TBC

Where will the work go and what will it be used for:

A well written Data Protection Policy (DPP) can help the City of Hamilton comply with data protection standards and regulations. The City of Hamilton plays an important role in development of proactive and holistic policies to ensure that technology is used to increase both freedom and security and that the benefits of digital technology are experienced by all. The Cities Coalition for Digital Rights supports just that and promotes and defends digital rights of citizens, residents and visitors in cities and urban environments to ensure fair, inclusive, accessible and affordable non-discriminatory digital environments. The DPP is one of the requirements to join The Cities Coalition for Digital Rights.

COVID-19

We anticipate that the project will occur fully remotely.

Potential Future Work / Partnership Opportunities on this Project:

- Consulting with internal City of Hamilton departments and conducting interviews with City staff regarding the draft proposal and future development of the DPP
 - The policy is to be developed in consultation with IT, Legal and other internal stakeholders as required.
 - Consultation with City staff will help ensure the DPP incorporates data stored by core infrastructure of the organization.
 - NOTE: the DPP is one of the requirements to join The Cities Coalition for Digital Rights.

- Assisting with the Cities Coalition for Digital Rights (CCDR) application process:
 - The CCDR bring together cities committed to harnessing technology to improve the lives of people and support communities in cities by providing trustworthy and secure digital services and infrastructure. The CCDR is a network of cities helping each other in the greenfield of digital rights-based policymaking.