

OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE
PROGRAM MANAGER, INFORMATION SHARING ENVIRONMENT
WASHINGTON, DC 20511

December 4, 2006

MEMORANDUM FOR THE SECRETARY OF STATE
THE SECRETARY OF THE TREASURY
THE SECRETARY OF DEFENSE
THE ATTORNEY GENERAL
THE SECRETARY OF INTERIOR
THE SECRETARY OF COMMERCE
THE SECRETARY OF LABOR
THE SECRETARY OF HEALTH AND HUMAN
SERVICES
THE SECRETARY OF TRANSPORTATION
THE SECRETARY OF ENERGY
THE SECRETARY OF HOMELAND SECURITY
ADMINISTRATOR, ENVIRONMENTAL
PROTECTION AGENCY
DIRECTOR, OFFICE OF MANAGEMENT AND
BUDGET
DIRECTOR, OF NATIONAL INTELLIGENCE
DIRECTOR, OF THE CENTRAL
INTELLIGENCE AGENCY
DIRECTOR, FEDERAL BUREAU OF
INVESTIGATION
DIRECTOR, NATIONAL
COUNTERTERRORISM CENTER

SUBJECT: Privacy Guidelines for the Information Sharing
Environment

The President has approved for issuance and implementation, and I am releasing to the public, the attached *Guidelines to Ensure that the Information Privacy and Other Legal Rights of Americans are Protected in the Development and Use of the Information Sharing Environment*. The ISE Privacy Guidelines implement the requirements of the Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA), and of Executive Order 13388, Further Strengthening the Sharing of Terrorism Information to Protect Americans. They were developed pursuant to Guideline 5 of the President's Memorandum to the Heads of Executive Departments and Agencies on the Guidelines and Requirements in Support of the Information Sharing Environment (ISE), dated December 16, 2005, and in consultation with the President's Privacy and Civil Liberties Oversight Board.

Protecting privacy and civil liberties is a core tenet of the ISE. The ISE Privacy Guidelines provide the framework for enabling information sharing while protecting privacy and other legal rights. To achieve this, the ISE Privacy Guidelines strike a balance between consistency and customization, substance and procedure, oversight and flexibility. These guidelines build upon existing resources within executive agencies and departments for implementation.

The President's Memorandum of December 16, 2005 requires that, upon approval of the guidelines by the President, each head of an executive department or agency that possesses or uses intelligence or terrorism information shall ensure that such guidelines are fully implemented in such department or agency. Successful implementation requires a governance structure to monitor compliance and to iterate guideline development as lessons are learned. The ISE Privacy Guidelines also require departments and agencies to designate an "ISE Privacy Official" with agency wide responsibility for information privacy issues, to directly oversee implementation of the guidelines.

The ISE Privacy Guidelines also direct the establishment of an ISE Privacy Guidelines Committee, consisting of the ISE Privacy Officials of the departments and agencies comprising the Information Sharing Council (ISC) and chaired by the Program Manager. I have designated Alexander Joel, Civil Liberties Protection Officer for the Director of National Intelligence and Jane Horvath, Chief Privacy and Civil Liberties Officer, Chief for the Department of Justice to serve as co-chairs of the ISE Privacy Guidelines Committee. This committee will work in collaboration with the President's Privacy and Civil Liberties Oversight Board, and will soon be in communication with your organizations with further guidance on implementation of the guidelines.

The ISE Privacy Guidelines are critical to creating the trusted information sharing environment that is the ISE. I thank you for your efforts to date and look forward to your cooperation and support as we pursue this important work.

Thomas E. McNamara

Attachment:
Guidelines