

Appendix B - Future Considerations:

Inventory existing laws, ordinances, resolutions, APMs, and departmental policies that govern the use of city data, cross reference within this APM, and establish a gap analysis based on organizational needs. Current policies include but are not limited to:

- HIPAA
- Personally identifiable information
- Open records
- Records retention
- Data security
- Surveillance
- Manage risk of data breach, loss, or unauthorized manipulation

Cross reference compliance of data practices with open records laws and records retention schedules.

Create standard language for inclusion in contracts and Requests for Proposal (RFP) that at a minimum ensures clarity in raw data ownership.

Create policies with guidance regarding data privacy and confidentiality.

Establish roles and responsibilities for the execution of Data Management and Data Analytics work.

Establish a policy calling for the use of civic data standards to ensure data can be easily compared across jurisdictions using shared standards. The Data Guide will outline the specific standards and procedures for applying in appropriate use cases.

Create data sharing agreement templates and user-friendly process to expedite the sharing of data both cross-departmentally within the City of Madison and with trusted outside partners.

Define open data workflows, roles, and responsibilities.

Document policies and/or practices aimed at harnessing the benefits of artificial intelligence (AI) while reducing associated risks.

Create a policy that establishes required training(s) related to the Data APM and Data Guide to ensure all employees obtain a general understanding of the policies and procedures outlined herein and to ensure the proper implementation of data management practices.