



Privacy, Civil Rights, & Civil Liberties Training

Mix 'n' Match FIPPs

Mix 'n' Match Fair Information Practices (FIPPs) Exercise Trainer's Notes

Materials Needed:

Note: This exercise is best conducted with 2 trainers, if possible.

- One set of laminated cartoons for each group participating in the exercise. Groups can be made of 3-5 people.
- One "FIPPs Exercise Board" for each group – see Appendix A.
- PowerPoint (PPT) slides to provide further explanation of the FIPPs.
- Related Handouts (Use one or the other but not both)
 - Privacy pop-up polyhedron with FIPPs language
 - Half-page FIPPs checklist

Time:

Allow approximately 10 minutes to complete the task

Set up:

Two versions of the exercise:

- Break group into groups of 2-5 to match the cartoons to the board.
- Work as a large group with a modified board projected on the screen and place a digital version of the cartoons on the boxes based on participant suggestions.

Before training, prepare the cartoon cards and the "Exercise Board" so that they can be distributed as quickly as possible.

Notes: When describing this exercise, refrain from using words such as "game," "cartoons," or "fun." Use the exercise *before* the explanatory slides on FIPPs in the corresponding Privacy PPT.

Exercise:

5 minutes for a group of 25-40 people (less time for a smaller group)

Introduce the exercise as follows:

"In many ways the Fair Information Practices are common sense provisions that you see reflected around in the everyday concerns of the public. For a quick, and hopefully painless, way to cover these core concepts, we are going to ask you to match some images to descriptions of these principles."

Break the trainees into groups of 3-5 people based on materials available and the number of participants. Give each group an Exercise Board and a set of cartoon cards.

Directions to the Group:

"Take a few minutes to see which cartoon images match the principles on the board. Consult with one another. Figure out the best match between the pictures and the principles. Place the cartoon cards on each principle's corresponding cartoon. The first table that is done should explain why it determined that a certain cartoon fits a certain principle."

Debrief:

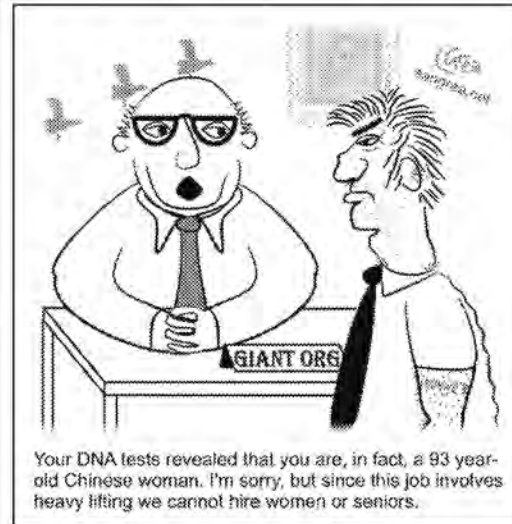
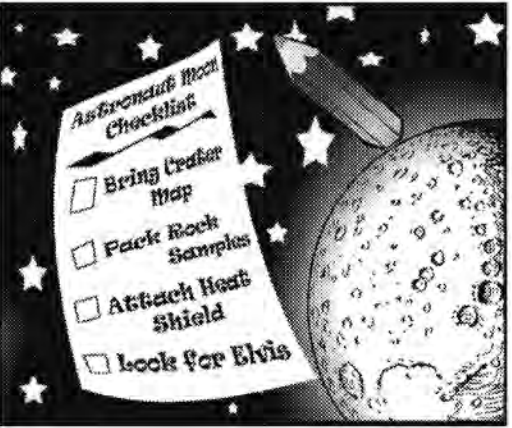
Trainer: Before starting, verify that most groups are done with their matching of the cards to the board.

- Collect the "winning" board with its cards.
- For the first image, ask someone in the "winning group" which principle s/he feels that it illustrates.
- Ask if others agree or have different ideas.
- Talk briefly about each of the principles as they are identified.
- Go around the room to other groups to ask about each of the subsequent images.
- Use the PPT slides to very briefly summarize the principles.
- At the end of the FIPPs section, distribute the "Privacy pop-up polyhedron" or "FIPPs Checklist" as a way to take the principles back to participant's desks.

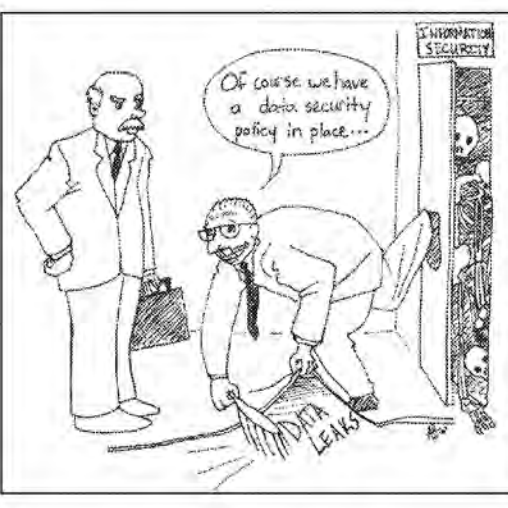
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Appendix A: Cartoon table and corresponding FIPPs

FIPPs Concept	Cartoon	Notes
Cartoon 1: Collection Limitation		There should be limits to the collection of personal data, any data should be obtained by lawful and fair means and, where appropriate, with the knowledge or consent of the data subject.
Cartoon 2: Data Quality		Personal data should be relevant to the purposes for which they are to be used and, to the extent necessary for those purposes, should be accurate, complete, and up to date.
Cartoon 3: Purpose specification		The purposes for which personal data is collected should be specified no later than at the time of data collection. Its subsequent use should be limited to the fulfillment of those purposes, or such others as are not incompatible with those purposes, and as are specified on each occasion of change of purpose.

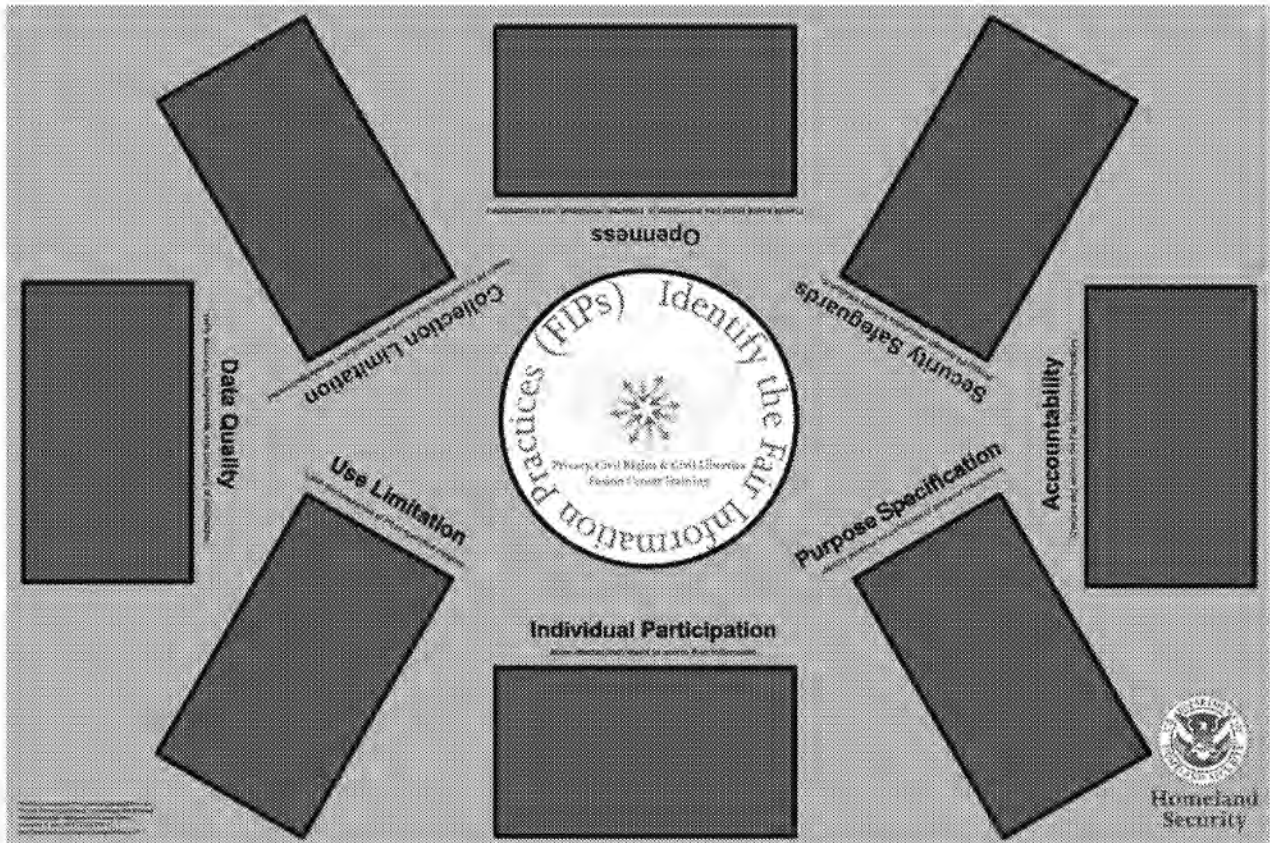
Cartoon 4: Use Limitation		Personal data should not be disclosed, made available, or otherwise used for purposes other than those specified in accordance with the “purpose specification” FIP except (a) with the consent of the data subject or (b) by the authority of law.
Cartoon 5: Security Safeguards		Personal data should be protected by reasonable security safeguards against loss or unauthorized access, destruction, misuse, modification, or disclosure.
Cartoon 6: Openness		There should be a general policy of openness about developments, practices, and policies with respect to personal data. Means should be readily available for establishing the existence and nature of personal data, and the main purposes of their use, as well as the identity and usual (business) residence of the data controller.

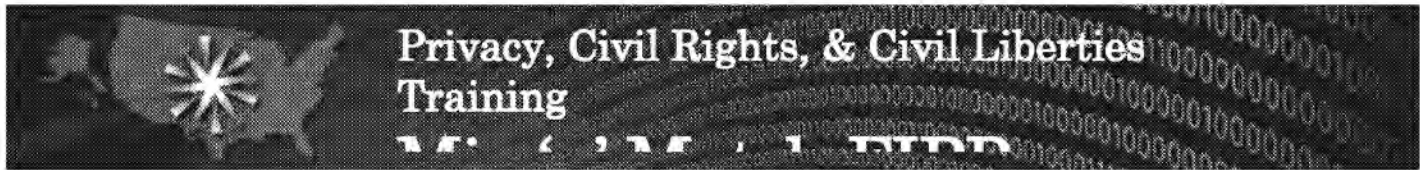
Cartoon 7: Individual Participation		An individual should have the right to (a) obtain confirmation of whether or not the data controller has data relating to him; (b) have the data related to him within a reasonable time, cost, and manner and in a form that is readily intelligible to him; (c) be given an explanation if a request made under (a) or (b) is denied and be able to challenge such a denial; and (d) challenge data relating to him and, if the challenge is successful, to have the data erased, rectified, completed, or amended as appropriate based on the challenge.
Cartoon 8: Accountability		A data controller should be accountable for complying with measures that give effect to the FIPPs principles.

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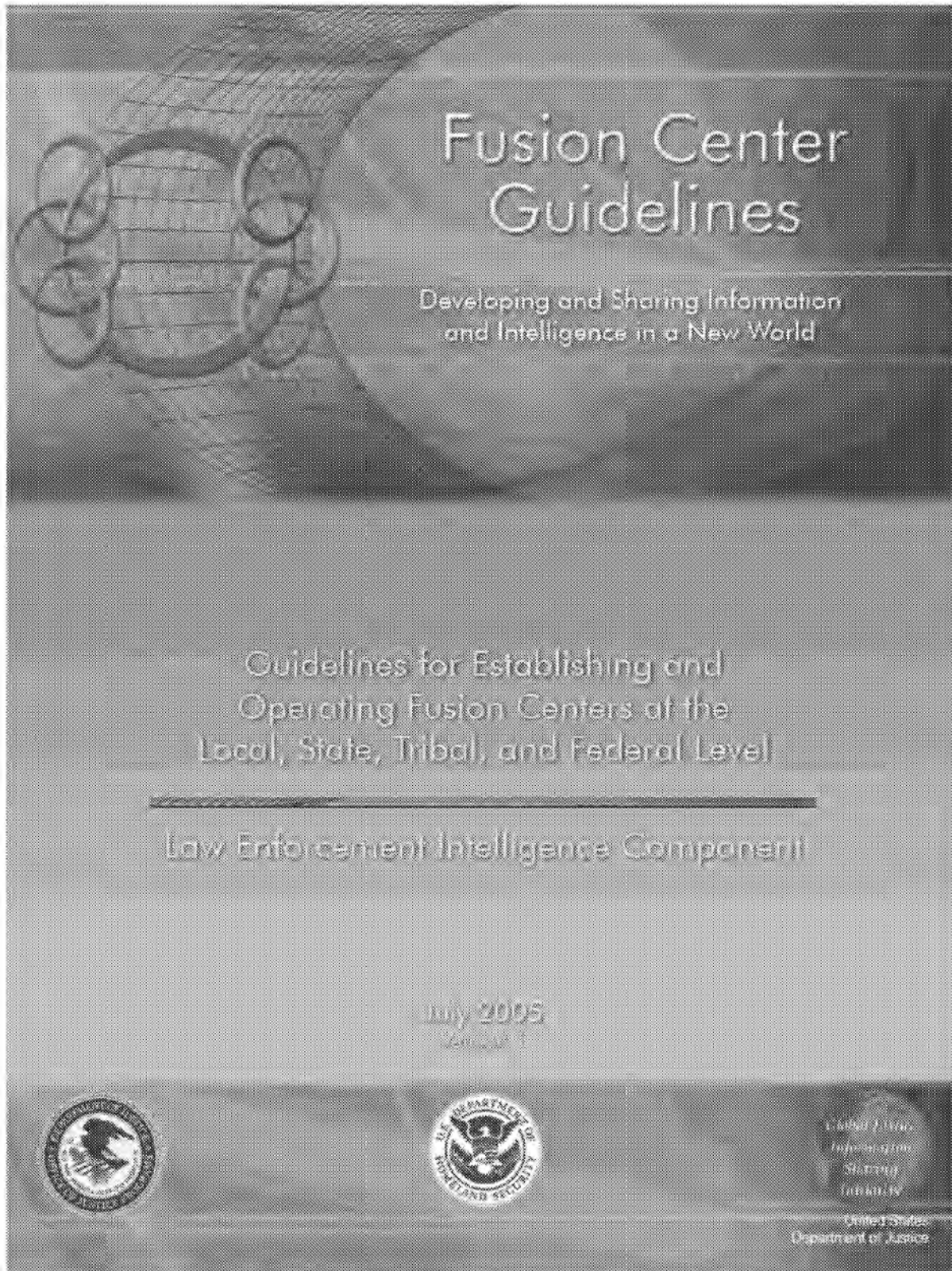
Appendix B: Mix 'n' Match Exercise Board





NOTES

Appendix C: The Fair Information Practices are adapted from the “*Fusion Center Guidelines: Developing and Sharing Information and Intelligence in a New World*”, Guideline 8, pps. 49-51 (July 2005). <http://www.fas.org/irp/agency/isc/guidelines.pdf>



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