



**Port of Seattle**  
**Biometrics External Advisory Group Kickoff Meeting**  
**Friday, January 17, 1:00pm to 2:30pm**  
**Agenda**

**Meeting purpose**

At this first meeting of the External Advisory Group, the group will become acquainted, review the workplan and discuss key issues related to the Port of Seattle’s seven principles for public-facing biometric technology (below the agenda).

**Agenda**

Time	Item	Lead(s)
1:00pm	Welcome and introductions	BDS Planning
1:10pm	Purpose, roles, and ground rules	BDS Planning
1:25pm	Biometric Technology 101 & potential use cases	Port of Seattle
1:35pm	Review of early input	BDS
1:45pm	Seven principles for public-facing biometric technology <ul style="list-style-type: none"> <li>• Discussion of participant definition and priorities</li> </ul>	BDS/All
2:25pm	Next Steps	BDS
2:30pm	Adjourn	All

**Public-Facing Biometrics Guiding Principles**

- **Justified:** Should be used only for a clear and intended purpose and not for surveillance on large groups without a lawful purpose.
- **Private:** Should be stored for no longer than required by applicable law or regulations, and should be protected against unauthorized access.
- **Equitable:** Should be reasonably accurate in identifying people of all backgrounds, and systems should be in place to treat mismatching issues.
- **Transparent:** Should be communicated to visitors and travelers.
- **Lawful:** Should comply with all laws, including privacy laws and laws prohibiting discrimination.
- **Ethical:** Should act ethically when deploying technology or handling biometric data.
- **Voluntary:** Should be voluntary and reasonable alternatives should be provided for those who do not wish to participate through an opt-in or opt-out process.