# Privacy and Security Workgroup Charter

<table>
<thead>
<tr>
<th>Purpose</th>
<th>The Privacy and Security Workgroup was established under the Finance and Audit Committee to assist the HSX staff in the ongoing maintenance of its privacy and security infrastructure, policies, and procedures. The workgroup functions to ensure HSX maintains detailed policies and procedures consistent with HSX’s Participation Agreements and in compliance with federal and state laws.</th>
</tr>
</thead>
</table>
| Objectives | • Convene a group of HSX Participants to address issues of privacy and security and provide insight for the HSX staff.  
• The Workgroup must review and take action on all new HSX Use Cases. A two third majority vote is required for a use case to be considered approved by the Workgroup.  
• On an annual basis review HSX’s privacy and security management plans making suggestions to them as needed.  
• Receive reports about HSX privacy and security incidents.  
• Provide oversight and guidance on the HSX audit and monitoring systems. |
| Member Responsibilities | • Actively participate in discussions during workgroup meetings.  
• Provide feedback on policies and use cases.  
• Make suggestions and share ideas about ways to make improvements to HSX privacy and security program.  
• Members need to participate in at least minimum of 50% of the meetings each year. For Participants that have several representatives on the Workgroup, meeting participation is measured by at least one Participant attending a meeting. |
| Membership | • The Workgroup is lead by Co-Chairs who serve for at least one year.  
• The Workgroup is comprised of representatives of HSX Participants. Representatives may include: Legal Counsel, Chief Security Officer, Chief Privacy Officers, and/or Compliance Officers.  
• Although Participants may have several representatives on the Workgroup, each Participant has only one vote when actions are taken.  
• An orientation by the HSX Chief Security Officer or Chief Privacy Officer is required for each new Workgroup member.  
• Participants who do not have representation on the Workgroup may be invited to participate as guests. Guests do not have a vote when actions are taken. |
| Leadership | • Co-chaired by workgroup representatives from two participating entities, serving for a minimum of one year.  
• Co-facilitated by the HSX Chief Privacy Officer and the HSX Chief Security Officer.  
• HSX legal counsel provides guidance to the workgroup. |
| Meetings & Timing | • The Workgroup meets at a minimum of quarterly but more often as needed. |
| Reporting & Communication | • Recommendations from the workgroup will be made to the Finance and Audit Committee with regular updates to the Committee as needed. |
| Critical Success Factors | • Workgroup member support and ongoing feedback.  
• Sharing of expertise and identification of risk factors. |
| Charter Approval Date | May 18, 2017 |