



OPEN MEETING NOTICE

Agenda

DOC Privacy Protection Team DOC Breach Incident Response Team

October 25, 2018

2:00 – 3:30 p.m.

DOC Central Office

3099 E. Washington Ave.

Madison, WI

First Floor, Room 1M-D

(Please check in at Reception desk)

Contact: Linda Eggert

Phone: 608-240-5409

Email: linda.eggert@wisconsin.gov

The DOC Privacy Protection Team (PPT) and DOC Breach Incident Response Team (BIRT) will meet to consider DOC business involving privacy, confidentiality and breach incident reports and response. The committees will meet in open session and may go into closed session pursuant to Wis. Stats. 19.85 (f) and/or (g), to review privacy breach incident reports.

Agenda

- I. Welcome/Announcements/News
- II. Review of meeting minutes 7-26-18
- III. Updates on draft DMS policy for protecting confidential information and revision of ORM-01
- IV. 2017 Post Privacy Breach Incident without PHI Report to Executive Leadership

- V. BTM privacy-security related updates, if any
- VI. Other business
- VII. Privacy breach incident reviews and updates (Breach Incident Response Team-all in attendance)

**** CLOSED SESSION ****

The Privacy Protection Team and Breach Incident Response Team may move to go into closed session, pursuant to Wis. Stats. 19.85 (f), considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations....and/or (g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, regarding review of DOC privacy breach incident reports and possible action:

- a. 2721 Breach incident reports without protected health information – Linda Eggert, Privacy Officer, Office of Records Management
 - DOC-2721 7-18-18 2018-014 Division of Adult Institutions, Fox Lake Correctional Institution - **Update**
 - DOC-2721 7-30-18 2018-015 Bureau of Personnel and Human Resources, Division of Management Services - **Update**
 - DOC-2721 7-31-18 2018-016 Bureau of Personnel and Human Resources, Division of Management Services – **Update**
 - DOC-2721 8-22-18 2018-017 Division of Community Corrections, Region 4 – **Update**
 - DOC-2721 9-4-18 Division of Community Corrections, Region 5 – **Closed without formal action**
 - DOC-2721 9-19-18 Division of Community Corrections, Region 7 – **Closed without formal action**
 - **DOC-2721 10-22-18 Division of Adult Institutions, Milwaukee Secure Detention Facility – New; review**
- VIII. Adjourn.

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC AND MAY BE CANCELLED WITHOUT NOTICE

Times listed for meetings items are approximate and depend on the length of discussion. In order to confirm a meeting or to request a complete copy of the agenda, please contact the listed contact person.

ACCESSIBILITY: Any person wishing to attend who requires special accommodations should contact the person listed above before the scheduled meeting time.