



## MEETING MINUTES

### DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Wed., November 8, 2023

2:00 - 3:15 p.m.

Please take notice the DOC Breach Incident Response Team meeting will be conducted virtually via Microsoft Teams. To attend the meeting using your computer, tablet or smartphone, or by phone, please see the details below. If you have any questions about this notice or special needs, please contact the person listed below.

#### Microsoft Teams meeting

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NzVkMzhjYWItODczZC00ODZkLWJkMDctYWNiMGFkM2M3YjNi%40thread.v2/0?context=%7b%22id%22%3a%22f4e2d11c-fae4-453b-b6c0-2964663779aa%22%2c%22oid%22%3a%221925dc5a-3781-475c-8dd4-7af6c3357553%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzVkMzhjYWItODczZC00ODZkLWJkMDctYWNiMGFkM2M3YjNi%40thread.v2/0?context=%7b%22id%22%3a%22f4e2d11c-fae4-453b-b6c0-2964663779aa%22%2c%22oid%22%3a%221925dc5a-3781-475c-8dd4-7af6c3357553%22%7d)

Meeting ID: 239 360 412 464

Passcode: jwxpGW

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#### Or call in (audio only)

+1 608-571-2209,132411024# United States, Madison

Phone Conference ID: 132 411 024#

Contact: Linda Eggert

Phone: 608-225-0711

Email: [linda.eggert@wisconsin.gov](mailto:linda.eggert@wisconsin.gov)

The DOC Breach Incident Response Team will meet to review filings of the DOC-2721 (Privacy Breach Incident without Protected Health Information Report by Supervisor) and possibly determine a response recommendation. The Team may go into closed session pursuant to Wis. Stats. 19.85 (f) to consider the medical or personal information of specific persons, and for preliminary consideration of specific personnel problems, and/or Wis. Stats. 19.85 (g), to confer with legal counsel for advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

## Agenda

I. Welcome/Announcements

**Attendance:** Linda Eggert, Division of Management Services/Privacy Officer; Peter Marik, Division of Community Corrections; James Smith, Bureau of Technology Management

II. Policy and procedure updates

**DMS Privacy policy under development**

III. Updates on DOC-2718's/Other

**None.**

IV. Review DOC-2721s

- Update #2023-40/40A, 9-18-2023, Region 6, Division of Community Corrections

***BIRT discussed the incident and latest information. Eggert moved to find the incident a "High" risk level incident and proceed with breach notification. Marik seconded the motion. Motion passed unanimously.***

Additional Recommendation: ***Seek more information from Region 6 on law enforcement guidance regarding potential documents retrieval.***

- #2023-042, 10-10-23, Office of Juvenile Offender Review, Division of Juvenile Corrections

***BIRT discussed. Eggert moved to find the incident low-risk and defer to DJC on voluntary notification. Marik seconded the motion and it passed unanimously.***

- #2023-046, 11-1-23, New Lisbon Correctional Institution, Division of Adult Institutions and WI Dept. of Administrator, Bureau of Human Resources Region 2

***This incident was put on hold due to the lack of a quorum. No action taken.***

***Meeting adjourned.***

- #2023-047, 11-3-23, Region 3, Division of Community Corrections

V. Adjourn

**Meeting adjourned.**

**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.