



MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Room: 1M-J

Wed., April 26, 2023

2:00 - 3:15 p.m.

Please take notice the DOC Breach Incident Response Team meeting will be conducted in person at Central Office and remotely via Zoom.us. To attend the meeting in person, or on your computer, tablet or smartphone, or by phone, please see the details below. If you have any questions about this notice, please contact the person listed below.

In Person:

WI Department of Corrections
3099 E. Washington Ave.
Madison, WI 53704
Room 1M-J

Please sign in at the front desk and obtain a visitor pass

To join meeting by ZOOM

Join from PC, Mac, Linux, iOS or Android:

<https://doc-wi.zoom.us/j/81405504165?pwd=Z3JrSTJVeXArQzRBMTc1dEdjTVdvUT09>

Password: 900274

Or Telephone:

Dial:

USA 213 270 2124

USA 8882733658 (US Toll Free)

Conference code: 231562

Contact: Linda Eggert

Phone: 608-225-0711

Email: 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, DMS; Josh Nolte, DAI; Peter Marik, DCC; Lindsey Starrett, DJC; James Smith, BTM.

II. Policy and procedure updates

Revised ED-75, Protection of Confidential Information, has been published. ED-50, Appropriate Use of Technology Resources, is being updated to reflect standard requirements for acquiring new/expanded technology and is pending. An associated policy/procedure for screening business initiatives is in development.

III. Updates on DOC-2718's/Other

None.

IV. Review DOC-2721s

- 4-6-2023, #2023-018, Region 3, Division of Community Corrections

Motion made by Eggert to classify this incident as a low risk breach. Motion was seconded by Marik and was passed unanimously.

Recommendation: Follow standing procedures for disclosing information.

- 4-7-2023, #2023-019, Region 3, Division of Community Corrections

It was determined there was no breach; incident closed without further action.

- 4-7-2023, #2023-020, Region 3, Division of Community Corrections

This incident review was placed on hold pending additional information.

- 4-10-2023, #2023-021, Office of Legal Counsel, Office of the Secretary

It was determined there was no breach; incident closed without further action.

- 4-20-2023, #2023-022, Region 3, Division of Community Corrections

Motion made by Marik to classify this incident as a low risk breach. Motion was seconded by Starrett and passed unanimously.

- Any newly filed DOC-2721

None

V. Adjourn

Meeting adjourned at 3:07 P.M.

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.