



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

OPEN MEETING NOTICE

**DOC Privacy Protection Team
DOC Breach Incident Response Team**

Feb. 22, 2018

2:00 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 11-30-17
- III. Update on workgroup efforts to revise Executive Directive 75 and ORM 1
- IV. 2017 DOC-2721 incidents – update
- V. Breach Incident Response Team (BIRT) and ORM-01 issues
 - a. ID theft protection services (i.e. CSID/Experian state contract) update
 - b. 2721 notifications and final reports update

- c. Lost or stolen cell phones protocol(s)

- VI. BTM privacy security related updates – IT initiatives and projects/Other

- VII. Privacy breach incident review – 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. 2718 - Breach incident reports with protected health information – Gloria Marquardt, HIPAA Compliance Officer/Health Records Supervisor, Bureau of Health Services
 - b. 2721 - Breach incident reports without protected health information – Linda Eggert, Privacy Officer, Office of Records Management
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- DOC-2721 11-13-17 Region 4 #2017-019
 - DOC-2721 12-4-17 McNaughton Correctional Center #2017-020
 - DOC-2721 12-11-17 Division of Juvenile Corrections #2017-021
 - DOC-2721 12-18-17 Taycheedah Correctional Institution #2017-022
 - DOC-2721 1-02-18 Region 3 #2018-001
 - DOC-2721 1-03-18 Region 3 #2018-002
 - DOC-2721 1-05-18 Region 6 #2018-003
 - DOC-2721 2-7-18 DCC #2018-004

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.