



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Jared Hoy

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## MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections/Teleconference

Wed., Oct. 23 2024

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:**

[Join the meeting now](#)

**Meeting ID: 273 468 475 58**

**Passcode: Ku4nxe**

**Dial-in by phone**

**+1 608-571-2209,,303323386# United States, Madison**

**Phone conference ID: 303 323 386#**

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: Peter Marik DCC, Linda Eggert DMS, HIPAA/ Privacy Officer, Michael Goldade DJC. Absent: Julia McLaughlin, DAI; James Smith, Bureau of Technology Management**

### II. Policy and procedure updates

**Continued discussion on new DMS policy and topics of interest/questions from divisions.**

### III. Updates on DOC-2718's/Other

**None.**

### IV. Review DOC-2721's

- #2024-70, Oct. 14, 2024, DOA Bureau of Human Resources Region 2, Dodge Correctional Institution

**BIRT discussed the incident. Goldade moved to find the breach incident risk "low" with no further action. Marik seconded the motion and it passed unanimously. No formal recommendations.**

- #2024-71, Oct. 14, 2024, Region 3, Division of Community Corrections

**Eggert discussed incident. Stolen phone and confirmed BTM security protocols have been set up to prevent breach. Incident closed with no further action.**

- #2024-72, Oct. 21, 2024, DOA Bureau of Human Resources Region 2, Kettle Moraine Correctional Institution

**BIRT discussed the incident. Eggert moved to find that the breach incident risk can't be determined until BIRT receives more information on how the disclosure could be used; however, she recommended BHR notification to the affected individual. She also recommended BHR work with the individual, DOA and ETF to determine what if any follow up security measures are needed. Marik seconded the motion; motion passed unanimously.**

- Any newly filed DOC-2721

**None**

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.