



MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Wed., Feb. 14, 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

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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+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

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; Josh Nolte, Division of Adult Institutions; James Smith, Bureau of Technology Management. Absent: Lindsey Starrett, DJC.

II. Policy and procedure updates

There is progress on the Privacy policy review and approval.

III. Updates on DOC-2718's/Other

None.

IV. Review DOC-2721s

- #2023-047, 11-14-23, Region 3, Division of Community Corrections (#2023-050 related)

Update: *BTM worked with DOA DET on mitigation effort involving DOC e-mails sent to a state account. Removal confirmed. Additionally, DOA BHR worked with Region 3 to send a letter to third party requesting permanent deletion of any DOC records sent to his personal email account. Incident was closed.*

- #2024-003, 1-12-24, Bureau of Health Services, Division of Adult Institutions.

BIRT discussed. Eggert moved to find the incident "Low" risk and close. Marik seconded motion; motion passed unanimously.

- #2024-004, 2-1-24, Internal Affairs, Office of the Secretary.

BIRT discussed. Per BTM protocols, this incident was closed without further action.

- 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.