



MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Wed., July 19, 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%22Tid%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

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; Josh Nolte, Division of Adult Institutions; James Smith, Bureau of Technology Management; Lindsey Starrett, Division of Juvenile Corrections. Heather Damask, Division of Community Corrections.

Absent: Peter Marik, Division of Community Corrections.

II. Policy and procedure updates

DMS Managing Confidential Information pending approval by DMS. Training modules will be updated.

III. Updates on DOC-2718's/Other

Eggert highlighted two recent incident reports involving an email sent to the wrong email address.

IV. Review DOC-2721s

- 7-6-2023, #2023-032, Northwest Regional Office, Division of Juvenile Corrections

Eggert moved to find there is no evidence of a breach and incident should be closed without further action. Nolte seconded the motion which BIRT passed unanimously.

- 7-11-2023, #2023-033, Fox Lake Correctional Institution, Division of Adult Institutions

Incident discussed. Any potential action was deferred until more information is received from the facility and others at DOC.

- Any new DOC-2721

Added: 7-17-2023, #2023-034, Green Bay Correctional Institution

Incident discussed. Any potential action was deferred until more information is received from the facility.

- Continued review: 6-28-2023, #2023-031, Region 3, Division of Community Corrections.

Any potential action was deferred until more information from the Region can be obtained.

V. Adjourn

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.