



## MEETING MINUTES

### DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Wed., July 31<sup>st</sup>, 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: Ku4nx

#### 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: Linda Eggert, Division of Management Services/Privacy Officer; Peter Marik, Division of Community Corrections; Michael Goldade, Division of Juvenile Corrections; James Smith, Bureau of Technology Management**

**Absent: Josh Nolte, Division of Adult Institutions**

II. Policy and procedure updates

**DMS privacy policy is still undergoing ADA compliance update and review.**

III. Updates on DOC-2718's/Other

**Eggert reported on the number of HIPAA breaches to date for 2024.**

IV. Review DOC-2721s

- #2024-055, June 24, 2024, Region 3, Division of Community Corrections

**Eggert made a motion for BIRT to make the following formal recommendations:**

- **DOC/BTM should develop an incident response policy supporting CJIS data security requirements. Follow up with the DOC TAC as necessary.**
- **All divisions should have a formal process in place to ensure all paper DOC Confidential Information, e.g., PII, PHI, CJIS information, is securely destroyed. Include whether anyone, outside DOC staff, may enter locked office space, with approval of the office/site manager.**
- **All divisions should review secure disposal contracts at work sites to ensure services are sufficient to handle the volume, i.e., ensure number of secure storage bins and pickups by vendor is sufficient.**

**Goldade seconded the motion; motion passed unanimously.**

- #2024-056, July 15, 2024, Bureau of Human Resources Region 2, Dodge Correctional Institution

***BIRT discussed the incident. Eggert moved to find this was a “Low” risk incident and Marik seconded the motion. Motion passed unanimously.***

- #2024-057, July 15, 2024, Region 3, Division of Community Corrections

***BIRT discussed the incident. No action taken pending further information.***

- #2024-058, July 17, 2024, Region 4, Division of Community Corrections-phone report/Closed

***Lost device and BTM protocols applied. Device later found. Incident 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.