



# 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., Sept. 25, 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, Julia McLaughlin, Michael Goldade, James Smith, Linda Eggert.**
- II. Policy and procedure updates  
**DMS Managing Confidential Information Policy 20.800.002 for all staff released; posted on internal website in Announcements. Updated Privacy training will be created based on the new policy.**
- III. Updates on DOC-2718's/Other  
**No updates**
- IV. Review DOC-2721's
  - #2024-66, Sept. 9, 2024, Division of Adult Institutions, Bureau of Health Services  
**Reported incident; reported to BTM for security protocols. No evidence of a breach, closed without further action.**
  - #2024-67, Sept. 10, 2024, Division of Community Corrections, Region 3  
**BIRT discussed incident and T-file storage tracking and storage. Reviewed missing files for possible content. Peter will follow with DCC Records on information regarding the files. No action taken.**
  - #2024-68, Sept. 24, 2024, Division of Adult Institutions, Dodge Correctional Institution  
**BIRT discussed the incident and Eggert moved to determine it was a "low" risk breach. No further action taken and incident closed.**
  - Any newly filed DOC-2721  
**None.**
- 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.