



MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Wed., June 19, 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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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: Julia McLaughlin DAI, James Smith BTM , Michael Goldade DJC, Linda Eggert – DMS, HIPAA/Privacy Officer

II. Policy and procedure updates

Eggert updated members on status of DMS Managing Confidential Information, a companion policy to Executive Directive 75. Eggert stated it has passed all reviews and approval processes and DMS intended to send out to staff on Monday.

III. Updates on DOC-2718's/Other

None.

IV. Review DOC-2721s

- #2024-54, June 7, 2024, Region 1, Division of Community Corrections

BIRT discussed the incident. Attorney that was mistakenly sent confidential victim information from an agent was asked to delete it; the attorney responded he deleted the email without opening the attachment. Eggert moved to find the breach incident risk "low" and close the incident without further action. Smith seconded the motion, and it 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.