



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

DOC Privacy Protection Team

DOC Breach Incident Response Team

MEETING MINUTES

Oct. 26, 2017

2:00 p.m.

DOC Central Office
3099 E. Washington Ave.
Madison, WI
First Floor, Room 1M-D
(Please check in at Reception desk)

Contact: Linda Eggert
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The DOC Privacy Protection Team (PPT) and DOC Breach Incident Response Team (BIRT) will meet to consider issues involving privacy, confidentiality and breach incident reports and response. The committees will meet in open session and then go into closed session pursuant to Wis. Stats. 19.85 (f), to consider the medical and/or personal information of specific persons and for preliminary consideration of specific personnel problems, and 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.

Members in attendance: Linda Eggert (Office of Records Management, Privacy Officer), Deb France (Bureau of Personnel and Human Resources, HR Section Chief), Makda Fessahaye (Office of Legal Counsel, Attorney), Donna Harris (Division of Community Corrections, Assistant Regional Chief), Tim Reneau-Major (Division of Juvenile Corrections,



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Policy Advisor), Curt Taylor (Bureau of Technology Management, Director), and Eric Muellenbach (Office of Legal Counsel, Attorney).

Members absent: Gloria Marquardt (Bureau of Health Services, HIPAA Compliance Officer/Health Information Supervisor), Mike Saunders (Division of Adult Institutions, Asst. Security Director) and guest speaker Winn Collins, DOC Chief Legal Counsel.

- II. Update on Open Meetings for Privacy Protection Team/Breach Incident Response Team – Winn Collins, Chief Legal Counsel and Makda Fessahaye, Attorney, Office of Legal Counsel
- III. Office of Legal Counsel request for action to remove complete date of birth (DOB) from PII and revise Executive Directive 75 - Office of Legal Counsel, Chief, Winn Collins

Eggert moved to go into closed session pursuant to Wis. Stats. 19.85 (f) and (g) to discuss privacy breach incident reports from Redgranite Correctional Institution (#2017-015) and Region 7 Division of Community Corrections (#2017-016) and initial reviews. Motion passed unanimously. Committee went into closed session.

- IV. ** CLOSED SESSION ** PURSUANT TO Wis. Stats. 19.85 (f) and (g)

To review DOC Privacy Breach Incident without Protected Health Information reports (DOC-2721) and Health Insurance Portability and Accountability Act (HIIPAA) Breach Incident Report by Employee (DOC-2718)

Members discussed privacy breach incidents #2017-015 and #2017-016 and BIRT reviews.

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.