



# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

## MINUTES

### DOC Privacy Protection Team DOC Breach Incident Response Team

Feb. 22, 2018

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  
Phone: 608-240-5409  
Email: linda.eggert@wisconsin.gov

The DOC Privacy Protection Team (PPT) and DOC Breach Incident Response Team (BIRT) will meet to consider DOC business involving privacy, confidentiality and breach incident reports and response. The committees will meet in open session and may go into closed session pursuant to Wis. Stats. 19.85 (f) and/or (g), to review privacy breach incident reports.

### Agenda

#### I. Welcome/Announcements/News

**Privacy Protection Team (PPT) and Breach Incident Response Team (BIRT) members in attendance:** Chair Linda Eggert (Office of Records Management, Privacy Officer), Deb France (Bureau of Personnel and Human Resources, HR Section Chief), Nathan Harper, (Bureau of Technology Management, Business Services Director), Donna Harris (Division of Community Corrections, Assistant Regional Chief), Tim Reneau-Major (Division of Juvenile Corrections, Policy Advisor), Mike Saunders (Division of Adult Institutions, Asst. Security Chief).

**Absent:** Makda Fessahaye (Office of Legal Counsel, Attorney), Eric Muellenbach (Office of Legal Counsel, Attorney) and Gloria Marquardt (Bureau of Health Services, HIPAA Compliance Officer).

Eggert welcomed Nathan Harper, who replaces former DOC employee Curt Taylor. The next PPT/BIRT meeting will be held March 22. Eggert noted that the Team's review of incident #2018-004 may include a formal response recommendation since a quorum for a Breach Incident Response Team (BIRT) is present.

II. Review of meeting minutes 11-30-17

PPT/BIRT reviewed the minutes of the 11-30-17 meeting and unanimously approved them.

III. Update on workgroup efforts to revise Executive Directive 75 and ORM 1

Eggert informed the Team about efforts to revise Executive Directive-75 and noted a draft is currently being reviewed by the Executive Directive Advisory Committee. Discussion on ORM-01 has not begun.

IV. 2017 DOC-2721 incidents – update

Eggert reported the number of 2721 incidents in 2017 was down compared to 2016.

V. Breach Incident Response Team (BIRT) and ORM-01 issues

- a. ID theft protection services (i.e. CSID/Experian state contract) update
- b. 2721 notifications and final reports update
- c. Lost or stolen cell phones protocol(s)

Eggert reported the CSID addendum NASPO contract with the State of Wisconsin for preferred procurement of breach-related identity theft protection services will end 2-22-18.

The Team also discussed notification changes for certain 2721 reports, and general security process and procedure for reports of lost or stolen DOC cell phones.

VI. BTM privacy security related updates – IT initiatives and projects/Other

*Harper updated the Team on various initiatives in BTM to improve and update security measures and protocols relating to access and use of the DOC network and resources.*

- VII. Privacy breach incident review – Breach Incident Response Team (all in attendance)

*The PPT/BIRT did not move to go into closed session.*

**\*\* CLOSED SESSION \*\***

The Privacy Protection Team and Breach Incident Response Team may move to go into closed session, pursuant to Wis. Stats. 19.85 (f), considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations....and/or (g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, regarding review of DOC privacy breach incident reports and possible action:

- a. 2718 - Breach incident reports with protected health information – Gloria Marquardt, HIPAA Compliance Officer/Health Records Supervisor, Bureau of Health Services

*No DOC-2718 was reviewed.*

- b. 2721 - Breach incident reports without protected health information – Linda Eggert, Privacy Officer, Office of Records Management

*The Team reviewed the following reports and response without action:*

- DOC-2721 11-13-17 Region 4 #2017-019
- DOC-2721 12-4-17 McNaughton Correctional Center #2017-020
- DOC-2721 12-11-17 Division of Juvenile Corrections #2017-021
- DOC-2721 12-18-17 Taycheedah Correctional Institution #2017-022
- DOC-2721 1-02-18 Region 3 #2018-001
- DOC-2721 1-03-18 Region 3 #2018-002
- DOC-2721 1-05-18 Region 6 #2018-003

•DOC-2721 2-7-18 DCC #2018-004

*The BIRT reviewed #2018-004; it found there was no material risk of a breach and adopted a “low” risk level response recommendation on a unanimous vote.*

*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.