



Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

OPEN MEETING NOTICE

**DOC Privacy Protection Team
DOC Breach Incident Response Team**

April 26, 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
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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; Makda Fessahaye, Office of Legal Counsel, Attorney; Nathan Harper, Bureau of Technology Management, Business Services Director; Tim Reneau-Major, Division of Juvenile Corrections, Policy Advisor; Gloria Marquardt, Bureau of Health Services, Health Records Supervisor/HIPAA Compliance Officer; Mike Saunders, Division of Adult Institutions, Asst. Security Chief.
Guest: Derek Kramerson, Office of Records Management Dir., Division of Management Services

Absent: Deb France, Bureau of Personnel and Human Resources, HR Section Chief;
Donna Harris, Division of Community Corrections, Assistant Regional Chief

II. Review of meeting minutes 3-22-18

Motion to approve was seconded and passed by unanimous consent.

III. Final draft Executive Directive 75 – Derek Kramerson, Director, Office of Records Management; Chair, Executive Directive Advisory Committee

- a. Review
- b. Next steps: Privacy Protection Team, Breach Incident Response Team and ORM-01

Derek Kramerson reviewed final draft of revised Executive Directive 75, DOC Privacy Policy. Executive Directive Advisory Committee has sent it to Executive staff and Leadership for review and/or approval. A workgroup will begin work revising ORM-01 after ED-75 has been finalized.

IV. Privacy Awareness training

Discussed Privacy Awareness training.

V. BTM privacy-security related updates – IT initiatives and projects – Nathan

Harper outlined some body camera project issues.

VI. DET Cybersecurity training – Incident Reporting message – Update

Eggert reported feedback from DMS Leadership RE: Postmaster request.

VII. 2017 DOC-2721 incident data

Eggert reported 2721 incident numbers for 2017 vs. 2016. Complete data will be sent to PPT.

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

PPT/BIRT did not go into closed session; meeting concluded without 2721 or 2718 reviews.

**** 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
 - b. 2721 - Breach incident reports without protected health information – Linda Eggert, Privacy Officer, Office of Records Management
- DOC-2721 2-7-18 Division of Community Corrections #2018-004-Final report
 - DOC-2721 3-6-18 Milwaukee Women’s Correctional Center #2018-005-Final report
 - DOC-2721 3-6-18 Milwaukee Women’s Correctional Center #2018-006-pending
 - Other - Milwaukee Women’s Correctional Center
 - DOC-2721 3-28-18 Division of Community Corrections Region 4 #2018-007-Update
 - DOC-2721 4-12-18 Division of Juvenile Corrections Lincoln Hills School #2018-008-Update

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.