



MEETING MINUTES

DOC Breach Incident Response Team

Friday, Feb.21, 2020

2:00 p.m.

DOC Central Office

3099 E. Washington Ave.

Madison, WI

First Floor, Room 1M-B

(Check in at Reception desk)

Contact: Linda Eggert

Phone: 608-240-5409

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.

In attendance: Linda Eggert, Division of Management Services; Andrew Fabian, Division of Juvenile Corrections; Donna Harris, Division of Community Corrections; Tom Johnson, Bureau of Technology Management; Dave Melby, Division of Adult Institutions. Absent: None

- II. Review and consider action regarding any new Privacy Breach Incident without Protected Health Information (PHI) Report by Supervisor (DOC-2721s), including, but not limited to:

- #2019-035, 12-19-2020, Region 3, Division of Community Corrections

Powers moved to have DOC notify individual whose terminated offender case file cannot be located. Eggert seconded the motion and BIRT passed the motion unanimously.

- #2020-003, 1-28-2020, Robert E. Ellsworth Correctional Center/WI Women's Correctional System, Division of Adult Institutions

Eggert moved to find a low-risk breach of DOC confidential information had occurred. Melby seconded the motion and it passed BIRT unanimously.

- #2020-004, 2-4-2020, Region 3, Division of Community Corrections

Melby moved to have DOC notify the individual whose terminated offender case file cannot be located. Eggert seconded and BIRT passed the motion unanimously.

- #2020-005, 2-6-2020, Region 3, Division of Community Corrections

Eggert moved to close the case without further action; motion was seconded by Melby. The motion was passed unanimously by BIRT.

- #2020-006, 2-7-2020, Bureau of Human Resources, Region 2, Taycheedah Correctional Institution, Division of Adult Institutions

Eggert moved to determine there was a Low-risk breach and support a voluntary notification to the individual. Crystal seconded the motion and BIRT passed the motion unanimously.

III. Adjourn.

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.