



MEETING MINUTES

DOC Breach Incident Response Team

Wed., March 4, 2020

2:00 p.m.

DOC Central Office

3099 E. Washington Ave.

Madison, WI

First Floor, Room 1M-B

(Check in at Reception desk)

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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.

Attendance: Chad Cabala, Bureau of Technology Management; Linda Eggert, Division of Management Services; Andy Fabian, Division of Juvenile Corrections; Donna Harris, Division of Community Corrections; Crystal Powers, Bureau of Health Services. Absent: Tom Johnson and Dave Melby.

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:

- #2020-007, 2-21-2020, Southeast Regional Office, Division of Juvenile Corrections

BIRT reviewed incident. Eggert moved to find there was a low-risk breach of confidential juvenile information. Powers seconded the motion and it passed it unanimously.

- #2020-008, 2-25-2020, DOA Region 2 - Bureau of Human Resources, Redgranite Correctional Institution, Division of Adult Institutions

BIRT reviewed the incident. Eggert moved to find there was a breach of DOC confidential information and that the institution in conjunction with the Region 2 Bureau of Human Resources should ensure the individual has been fully notified of the incident. The motion was seconded by Harris; BIRT passed it unanimously.

- #2020-009, 2-27-2020, Dodge Correctional Institution, Division of Adult Institutions

Powers departed the meeting.

Remaining members reviewed the incident. Eggert moved to find there was a low-risk breach subject to Wis. Stats. 134.98, and that Dodge Correctional Institution should notify the individuals involved. Donna Harris seconded the motion; 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.