



## MEETING MINUTES

### DOC Breach Incident Response Team

Wed., May 13, 2020

2:00 - 3:00 p.m.

In light of recent developments regarding COVID-19, please take notice the DOC Breach Incident Response Team meeting will be conducted remotely via Zoom.us. To attend the meeting on your computer, tablet or smartphone, or, by phone, please see the details below. If you wish to attend and do not have telephone or internet access, please contact the person listed below to see whether an accommodation can be made.

**Join from PC, Mac, Linux, iOS or Android:**

<https://zoom.us/j/99937392987?pwd=dkh1Zk0zVUR3cDdocmpITDFvcVYwQT09>

**Password: 899061**

**Or Telephone:**

**Dial: USA 213 270 2124**

**USA 8882733658 (US Toll Free)**

**Conference code: 231562**

**Find local AT&T Numbers:**

<https://www.teleconference.att.com/servlet/glbAccess?process=1&accessNumber=2132702124&accessCode=231562>

**Contact: Linda Eggert**

**Phone: 608-225-0711**

**Email: linda.eggert@wisconsin.gov**

The DOC Breach Incident Response Team will meet to review new filings of the DOC-2721 form (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/Announcements

**Attendance: Chad Cabala, BTM; Linda Eggert, DMS; Andy Fabian, DJC; Donna Harris, DCC; Tom Johnson, BTM; O'Heron, Brian, DAI; Crystal Powers, BHS**

### II. Review DOC-2721's (Privacy Breach Incidents without PHI Reports), including but not limited to:

- #2020-012, 4-10-2020 Division of Juvenile Corrections – Update, consider action

***The Breach Incident Response Team (BIRT) revisited this incident following further guidance from Office of Legal Counsel. Eggert moved to clarify BIRT's previous recommendation on #2020-012 to state recommended notifications should include other past or current DJC individuals whose juvenile record is disclosed within the document. Harris seconded the motion and BIRT passed it unanimously.***

- #2020-016, 5-6-2020 Region 1, Division of Community Corrections, and,

***BIRT reviewed this incident. O'Heron moved the incident did not constitute a breach and should be closed without further action. The motion was seconded by Harris and then unanimously passed by BIRT.***

- Any new DOC-2721s.

***No other incidents were reviewed.***

### III. Adjourn

***Meeting was 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.