



MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Room: 1M-J

Wed., Dec. 22, 2021

2:00 - 3:00 p.m.

In light of developments regarding COVID-19, please take notice the DOC Breach Incident Response Team meeting will be conducted in person at Central Office and remotely via Zoom.us. To attend the meeting in person, or on your computer, tablet or smartphone, or by phone, please see the details below. If you have any questions about this notice, please contact the person listed below.

In Person:

WI Department of Corrections
3099 E. Washington Ave.
Madison, WI 53704
Room 1M-J

Please sign in at the front desk and obtain a visitor pass

Join Zoom meeting:

Password: 539443

Meeting URL: <https://doc-wi.zoom.us/j/83442637066?pwd=dHJqNUhYaUpoRnhwOWZkOEF2bytIdz09>

Join by Telephone

Dial: USA 213 270 2124
USA 8882733658 (US Toll Free)
Conference code: 231562

Contact: Linda Eggert

Phone: 608-225-0711

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/Announcements

Present: Linda Eggert/Division of Management Services; Josh Nolte/Division of Adult Institutions; Scott Johnson/Bureau of Technology Management; Peter Marik/Division of Community Corrections. Absent: Crystal Powers/Division of Management Services; Andy Fabian/Division of Juvenile Corrections.

II. Review DOC-2721's (Privacy Breach Incident Without Protected Health Information Report by Supervisor), including, but not limited to:

- #2021-034, 10-5-2021, Region 3, Division of Community Corrections

BIRT discussed the incident extensively with BIRT member and Assistant Regional Chief Peter Marik. Eggert made a motion to find the incident risk "Medium", notify the individual and offer him credit monitoring services, and recommend to DCC that it take a series of steps to both help the offender and prevent similar privacy breaches in the future. Nolte seconded the motion; BIRT unanimously approved the motion.

- #2021-035, 11-8-2021, Region 3, Division of Community Corrections

BIRT discussed Marik checking the appropriate DCC offices again for missing files. Eggert moved to find the incident "Low" risk and work with the DOC HIPAA Privacy Officer to jointly notify the individuals, if Marik's search is unsuccessful. Nolte seconded the motion; BIRT unanimously approved the motion.

- #2021-036, 11-8-2021, Region 3, Division of Community Corrections

BIRT discussed Marik checking the appropriate DCC offices again for missing files. Eggert moved to find the incident "Low" risk and work with the DOC HIPAA Privacy Officer to jointly notify the individuals, if Marik's search this week is unsuccessful. Nolte seconded the motion; BIRT unanimously approved the motion.

- #2021-39, 12-02-2021, Office of Records Management, Division of Management Services

BIRT did not review.

- #2021-040, 12-02-2021, Bureau of Human Resources, Redgranite Correctional Institution; Division of Personnel Management/DOA; Division of Adult Institutions

BIRT did not review.

- #2021-041, 12-07-2021, Office of Juvenile Offender Review, Division of Juvenile Corrections

BIRT did not review.

III. Adjourn

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.