



# MEETING MINUTES

## DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Room: 1M-J

Wed., August 2, 2023

2:00 - 3:15 p.m.

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**

### To join meeting by ZOOM

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

<https://doc-wi.zoom.us/j/81405504165?pwd=Z3JrSTJVeXArQzRBMTc1dEdjTVdvUT09>

Password: 900274

### Or 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](mailto: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

**Attendance:** Linda Eggert, Division of Management Services/Privacy Officer; Josh Nolte, Division of Adult Institutions; James Smith, Bureau of Technology Management; Lindsey Starrett, Division of Juvenile Corrections. Heather Damask, Division of Community Corrections.

**Absent:** Peter Marik, Division of Community Corrections.

**Open meetings will continue.**

II. Policy and procedure updates

**DMS Managing Confidential Information policy pending final edits and DMS approval.**

III. Updates on DOC-2718's/Other

**None.**

IV. Review DOC-2721s

- 6-28-2023, #2023-031, Region 3, Division of Community Corrections.

**Committee continued its review of the incident and discussed new information. Eggert moved to find that unless the missing file was located by the end of this week (8/4/2023), the incident is a "Low" risk breach and the individual should be notified as appropriate, depending on final determination of the file contents. Nolte seconded the motion and it passes unanimously.**

- 7-11-2023, #2023-033, Fox Lake Correctional Institution, Division of Adult Institutions.

**Eggert made a motion to find no breach occurred and to close out the incident with no further action. Starrett seconded the motion and it passed unanimously.**

- 7-17-2023, #2023-034, Green Bay Correctional Institution, Division of Adult Institutions.

**Eggert moved to find the incident a “Low” risk breach and notify the individual. Lindsey seconded the motion. It passed unanimously. BIRT recommended GBCI reviews its procedures to ensure visitor applications are tracked properly for movements during the internal review process.**

- 7-28-2023, #2023-035, Redgranite Correctional Institution, Division of Adult Institutions

**Committee discussed the incident. Eggert moved to find there was no reportable breach under Wis. Stat. 134.98 because the documents were internally shared in good faith by a workforce member, and there was no material risk of harm. Starrett seconded the motion. It passed unanimously. BIRT recommended DAI ensure there is a standardized process in place that protects confidential information when it is processing these documents.**

- Any newly filed DOC-2721

**None**

V. Adjourn

**Meeting 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.