



# Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

## OPEN MEETING NOTICE

**DOC Privacy Protection Team  
DOC Breach Incident Response Team**

**July 26, 2018**

**2:00 – 3:30 p.m.**

**DOC Central Office  
3099 E. Washington Ave.  
Madison, WI  
First Floor, Room 1M-D  
(Please check in at Reception desk)**

Contact: Linda Eggert  
Phone: 608-240-5409  
Email: linda.eggert@wisconsin.gov

The DOC Privacy Protection Team (PPT) and DOC Breach Incident Response Team (BIRT) will meet to consider DOC business involving privacy, confidentiality and breach incident reports and response. The committees will meet in open session and may go into closed session pursuant to Wis. Stats. 19.85 (f) and/or (g), to review privacy breach incident reports.

### **Agenda**

- I. Welcome/Announcements/News
- II. Review of meeting minutes 5-30-18
- III. Updates on draft DMS policy for protecting confidential information; update on revision of ORM-01
- IV. Update on 2017 Post Privacy Breach Incident without PHI Report to Executive Leadership

- V. Update on Privacy Awareness training module
- VI. BTM privacy-security related updates – Nathan Harper
- VII. Other business
- VIII. Privacy breach incident reviews and updates (Breach Incident Response Team- all in attendance)

**\*\* CLOSED SESSION \*\***

The Privacy Protection Team and Breach Incident Response Team may move to go into closed session, pursuant to Wis. Stats. 19.85 (f), considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations....and/or (g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, regarding review of DOC privacy breach incident reports and possible action:

- a. 2721 Breach incident reports without protected health information – Linda Eggert, Privacy Officer, Office of Records Management
  - DOC-2721 4-25-18 Division of Community Corrections-Region 2 #2018-009 – “Low” risk; BIRT report sent 7-03-18
  - DOC-2721 5-7-18 Division of Juvenile Corrections, Office 360 #2-18-010-Closed
  - DOC-2721 5-14-18 Division of Community Corrections Region 1 #2018-011-Closed
  - DOC-2721 5-24-18 Division of Juvenile Corrections, LHS-CLS #2018-012-Post “Low” risk; BIRT report pending.
  - DOC-2721 7-5-18 Division of Adult Institutions, Taycheedah Correctional Institution; BIRT report sent 7-17-18
  - DOC-2721 7-18-18 Division of Adult Institutions, Fox Lake Correctional Institution

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.