



## OPEN MEETING NOTICE

### DOC Privacy Protection Team

### Breach Incident Response Team

August 22, 2019

2:00 p.m.

DOC Central Office

3099 E. Washington Ave.

Madison, WI

First Floor, Room 1M-D

(Check in at Reception desk)

**Contact: Linda Eggert**

**Phone: 608-240-5409**

**Email: [linda.eggert@wisconsin.gov](mailto: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/News/Announcements
- III. Draft DMS policy for managing confidential information and ORM -01 revision - Update
- IV. Privacy Protection Team Privacy Breach Incident without PHI Report for Executive Leadership - 2018 - Update

**V. Email deletion form revision - Update**

**VI. Privacy-Security issues/updates - Bureau of Information Technology, BTM Director Tom Johnson**

**VII. Breach Incident Response Team (All Privacy Protection Team members in attendance)**

Privacy breach incident reviews and updates

- **DOC-2718 – HIPAA Breach Report by Employee**
  - New incidents/updates – Crystal Powers
  
- **DOC-2721 – Privacy Breach Incidents without PHI Report**
  - #2019-016, 6-24-19, Division of Community Corrections, Region 3; Closed, no breach
  - #2019-017, 7-26-19, Division of Community Corrections, Region 1; Report sent, Low risk
  - #2019-018, 8-1-19, Division of Community Corrections, Region 3; Closed, no breach
  - #2019-019, 8-9-19, Division of Community Corrections – Review

**VIII. 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.