



MEETING MINUTES

DOC Breach Incident Response Team

WI Dept. of Corrections, Central Office

3099 E. Washington Ave. Madison WI

Wed., January 17, 2024

2:00 - 3:15 p.m.

Please take notice the DOC Breach Incident Response Team meeting will be conducted virtually via Microsoft Teams. To attend the meeting using your computer, tablet or smartphone, or by phone, please see the details below. If you have any questions about this notice or special needs, please contact the person listed below.

Microsoft Teams meeting

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzVkMzhjYWItODczZC00ODZkLWJkMDctYWNiMGFkM2M3YjNi%40thread.v2/0?context=%7b%22id%22%3a%22f4e2d11c-fae4-453b-b6c0-2964663779aa%22%2c%22oid%22%3a%221925dc5a-3781-475c-8dd4-7af6c3357553%22%7d

Meeting ID: 239 360 412 464

Passcode: jwxpGW

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Or call in (audio only)

+1 608-571-2209,132411024# United States, Madison

Phone Conference ID: 132 411 024#

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

- a. Linda Eggert, James Smith, Peter Marik, Josh Nolte

II. Policy and procedure updates

- a. No updates

III. Updates on DOC-2718's/Other

- a. No updates

IV. Review DOC-2721s

- #2023-047, 11-3-23, Region 3, Division of Community Corrections (#2023-050 related)

Updates on mitigation efforts provided by James Smith who reported that BTM engaged DOA and the email breach mitigation effort has been completed.

- #2023-054, 12-7-23, Northwest Regional Office, Division of Juvenile Corrections

Continue the incident review. Eggert moved to determine the incident is a "Medium" risk incident, and recommended notifying the individual with an offer of one year of credit monitoring services. Marik seconded the motion and it passed unanimously.

- #2023-055, 12-20-23, Central Office, Division of Community Corrections

Continued the incident review. Nolte moved to find the incident was a "Low" risk breach and BIRT recommended DCC ensure designated staff are trained on how to process public record requests and how to release requested documents in a proper, secure and redacted manner. Smith seconded and motion passed unanimously.

- #2024-001, 1-2-24, WI Dept. of Administration, Bureau of Human Resources Region 2

BIRT reviewed the incident. Eggert moved to find the breach a “Low” risk incident and close with no further action. Nolte seconded it and the motion passed unanimously.

- Any newly filed DOC-2721

NEW ** #2024-002, 01-12-24, Division of Community Corrections, Region 1

BIRT reviewed the incident. Eggert moved to find it a “Low” risk breach and due to the corrective steps taken, close the review with no further recommendation. Marik seconded the motion and it passed unanimously.

V. 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.