



Information Privacy and Security Council (IPSC)

Meeting Minutes

January 21, 2015

Keoni 'Ana Building 1177 Alakea St Room 304 Honolulu, Hawai'i 96813	Wailuku State Office Bldg. 54 South High Street Third Floor VCC Wailuku, HI 96793	Lihu'e State Office Bldg. 3060 'Eiwa Street Basement VCC Lihu'e, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement VCC Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT

Member Name	Department
Crosby, Todd – IPSC Executive Director	Office of Information and Management Technology
Decasa, Meliton Jr.	Dept. of Education
Ho, Keith (Designee)	City and County of Honolulu
Ito, Jodi (Designee)	University of Hawai'i
Jacobs, Don	County of Hawaii
Keane, David	Dept. of Human Resources Development
Merez, Gino	Dept. of Health
Thornton, Kevin	Judiciary
Tungol, Wilfredo (Designee)	Dept. of Health
Verkerke, Jacob (Designee)	County of Maui
Sherman, Karen	County of Maui
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT

Member Name	Department
Norman, Nyree	County of Kaua'i
Taniguchi, Carol	Legislature

INVITED GOVERNMENT ATTENDEES

Name, Title	Department
Miranda, Mike (C)	Office of Information Management & Technology

OTHER ATTENDEES

Name	Affiliation
n/a	

Adjournment.

I. Call to Order – Welcome

Chair

Executive Director Crosby called the meeting to order at 1:10 p.m. Quorum was established with eleven (11) members present. *Note - This twelve (12)-member Council requires eight (8) members to establish quorum and to take official Council action.*



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- II. Approval of previous meeting minutes Chair
- Member Decasa moved and Member Yong seconded that the Information Privacy and Security Council approves the December regular meeting minutes as amended. Discussion followed. As there were no objections, the Information Privacy and Security Council ADOPTED the regular meeting minutes as amended by UNANIMOUS CONSENT, 11-0-0). The amendments were as follows:
 - Item 4 – correct grammar.
- III. Public Testimony on agenda items ¹ Chair
- No public present.
- IV. Update from Committee: Formation of best practices, automated tools, and investigation of training materials and programs for the protection of Personally Identifiable Information (PII) for posting on the IPSC web site Ito
- Discussed acknowledgement forms in use across the State as they apply to issuance of mobile and USB devices as part of policy.
 - Member Decasa discussed that DOE does a yearly employee acknowledgement and sign off for access to systems – this may be something to include as part of best practices.
 - Members will send any management forms that their agency has developed to the chair for sharing with the committee.
 - Discussion about a data classification guide and if one is being developed. Questions regarding AUP and how it classifies types of data. Agencies that have existing policies will forward them to the chair for distribution to the working group members.
 - Members will review the previously issued documents and send any suggestions to the chair for inclusion in redlined versions for discussion at the next meeting.
- V. Update from Committee: Collection of reports, Updating report memo and templates for next year Crosby
- The committee requested members review the form for comments/redlining and prepare for further discussion at the next meeting.
- VI. Update from Committee: Review of existing PII protection strategies, protection Yong

¹ Any interested person may submit data or views, in writing or in person to the Council on any agenda item. Testimony must be related to an item that is on the agenda and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative of an organization is allotted three minutes, or an amount of time otherwise designated in advance by the Chairperson, to provide testimony to the Council.



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statutes, and potential updates

- The Judiciary submitted their legislative package on privacy to the Council for general comments. Discussion took place. The Council voiced informal overall support.

VII. Update from Committee: Review and update of Existing IPSC Publications Chair

- The publications were all part of previously issued best practices and discussed under agenda item IV. These committees (IV, VII and VIII agenda items) are similar in nature and membership and will be merged.

VIII. Update from committee: 2015 Reporting Chair

- These committees (IV, VII, and VIII agenda items) are similar in nature and membership and will be merged.

IX. **Executive Session**

Executive Session – This portion of the meeting is closed to the public pursuant to Hawaii Revised Statutes sections 92-4, and 92-5(a)(4) (to consult with the board’s attorney on questions and issues pertaining to the board’s powers, duties, privileges, immunities, and liabilities) and/or 92-5(a)(6) (to consider matters relating to public safety or security).

Member Yong moved the council go into executive session with member Keane seconding. With no objections, the Council went into executive session at 13:55.

- a) Review and discussion of Office of Information Management and Technology (OIMT) projects concerning PII and security of State systems Chair and
OIMT
Invited
Guests
- Consideration of PII policy and development
 - Discussion took place on policy development of the Enterprise Architecture Working Group (EAWG). It was requested to have a representative of the EAWG attend our next meeting.
 - Discussion took place on the DOH Privacy Presentation that took place last week and implications to agencies and departments. The slide deck will be distributed to the Council Members.
 - Messaging and Collaboration Project and protection of PII
 - Discussion took place on the status of security and privacy protection strategies and available staff training.
 - Digital Leakage Protection
 - Discussion took place on the status of DLP projects in the State
 - Government Private Cloud (GPC) security issues
 - Discussion took place reviewing potential automated meta-tagging of documents and what impacts that may have on users of the GPC.



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- b) Review and discussion of Cyber Security Threats, and current use of tools on the State network Chair and OIMT
- a. A Cyber Team Member was not present and no discussion on this topic took place. Invited Guests

With all executive session agenda items covered, Member Yong moved that the Council end executive session with Member Ito seconding. With none opposed, executive session was concluded at 14:31.

- X. Announcements and good of the order Council
- Next meeting date: February 18, 2015 from 1:00 PM to 3:00 PM
- XI. Adjournment Chair
- Member Yong moved to adjourn with second my Member Ito. With none opposed, the meeting was adjourned at 14:32.

In an effort to reduce costs and increase public access to meeting materials, the Council will no longer be providing copies of materials for distribution to the public. Instead, at each meeting there will be a folder of materials for public review. Materials can also be viewed online at <http://ipsc.hawaii.gov>.

Individuals who require special needs accommodation should call (808) 586-1812 at least five working days in advance of the meeting.

Respectfully Submitted,

February 19, 2015

Date

/s/

Todd Crosby, Executive Director
Information Privacy and Security Council