



Information Privacy and Security Council (IPSC)

Meeting Minutes

April 16, 2014

Kalanimoku Bldg 1151 Punchbowl St, Basement VCC 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
Keane, David	Dept. of Human Resources Development
Merez, Gino	Dept. of Health
Swanson, Mandi (Designee)	County of Kaua'i
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary
Tungol, Wilfredo (Designee)	Dept. of Health
Verkerke, Jacob	County of Maui
Yong, Lim	Dept. of Human Services
MEMBERS ABSENT	
Member Name	Department
Kali, Keone – State CIO (Chair)	Office of Information and Management Technology
OTHER ATTENDEES	
Name , Title	Department
Kunimoto, Valri	Attorney General

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|------|---|-------|
| I. | Call to Order – Welcome | Chair |
| | <ul style="list-style-type: none"> • The meeting was called to order at 13:04 with quorum present. | |
| II. | Approval of previous meeting minutes | Chair |
| | <ul style="list-style-type: none"> • Minor grammatical and descriptive corrections were requested in II, VII, and XIII. • Motion to approve as amended by member Keane, with second by member Yong. The minutes as amended were unanimously accepted. | |
| III. | Review and discussion of OIMT projects of interest to the Council to include: | Chair |
| | <ul style="list-style-type: none"> • eMail Pilot Status Update • Other projects of interest <ul style="list-style-type: none"> ○ This item was deferred until after item VII in the meeting given the chair was not present to discuss. ○ Due to a meeting conflict the chair was not present before the | |



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conclusion of the meeting and this item had no discussion and will be moved to the next meeting.

IV. Legislative update

Council

- Discussion of existing PII protection laws and potential updates
- Review the existing statutes covering PII with focus on protection of PII and definition of breaches
 - Discussion took place between the members on what is felt needs to be updated in 487N to strengthen it..
 - Members discussed the formation of an investigative Committee to carry out this task. Creation moved by member Keane, second by member Yong and unanimously approved. Members will consist of member Yong (lead), Keane, Tanaguchi, Ito, Decasa, Merez, and Attorney General Kunimoto.
 - Executive Director Crosby will inquire if resources from the Enterprise Architecture and Policy working group would be available to assist.
 - The goal will be to have the suggestions completed in time for the legislative package in August
 - Member Yong noted that there are UIPA requests regarding metadata that is not specifically covered in existing documents that should be considered for inclusion.

V. Reports and updates from Committees

a. Best Practices, Automated Tools, and Training

Ito

- Discussion took place with the migration to the new Council web page which is targeted for completion before the next meeting.
- The members requested that the OIMT Cyber team as well as the Office of Information Management and Technology Enterprise Architecture Working Group provide an update at the next meeting to ensure project alignment between the three groups.

b. IPSC web content posting updates

Ito

- The committee reminded the members that as previously approved, new postings and updates will be deferred until after the migration is complete.

c. Appropriate use of non-State controlled e-mail systems in conducting State Business

Decasa

- Member Decasa reports that there has been no movement on this since the previous meeting. The committee feels that this topic should be discussed further as to the direction we take with the Office of Information Management and Technology Enterprise Architecture



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Working Group present at the next meeting.

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| VI. | Review and discussion of mobility implications to privacy and security | Council |
| | <ul style="list-style-type: none">• Member Ito expressed that it may be best to coordinate with the Office of Information Management and Technology Enterprise Architecture Working Group. Member Keane confirms that this is similar to tasks that they are currently working on. | |
| VII. | Review of existing posted best practices and recommendations for update | Council |
| | <ul style="list-style-type: none">• The members feel that this may be best discussed Enterprise Architecture Working Group representative is present at the Council meeting next month. | |
| VIII. | Announcements and good of the order | Council |
| | <ul style="list-style-type: none">• Member Merez announced that Will Tungle is now the Department of Health Security Officer and will now be the designee member for DOH.• It was requested that Executive Director Crosby send out the recent OIP memo regarding Sunshine meetings to the members. | |
| IX. | Adjournment | Chair |
| | <ul style="list-style-type: none">• Member Ito moved to adjourn with member Keane seconding and unanimous member approval.• The meeting was adjourned at 1345. | |

Executive Session: The Council may conduct an executive session for agenda items which are closed to the public pursuant to Hawai'i Revised Statutes (HRS) § 92-4. The executive session will be conducted pursuant to HRS § 92-5 (a) (4), § 92-5 (a)(8) and §201B-4(8) for the purpose of consulting with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities; and, to discuss information that must be kept confidential to protect the privacy and security of The State of Hawai'i's data, systems, and processes.

No executive session took place.

Next meeting date: May 21, 2014 from 1:00 PM to 3:00 PM

Individuals who require special needs accommodation are invited to call (808) 586-1806 or (808) 586-1944 at least four working days in advance of the meeting.

Respectfully Submitted,

Date

_____/s/_____
Todd Crosby, Executive Director
Information Privacy and Security Council