



## Information Privacy and Security Council (IPSC)

### Meeting Minutes

May 21, 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
Ito, Jodi (Designee)	University of Hawai'i
Jacobs, Don	County of Hawai'i
Keane, David	Dept. of Human Resources Development
Merez, Gino	Dept. of Health
Norman, Nyree	County of Kaua'i
Thornton, Kevin	Judiciary
Tungol, Wilfredo (Designee)	Dept. of Health
Underwood, Susan	County of Maui
Wong, Mark	City and County of Honolulu
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Taniguchi, Carol	Legislature

INVITED GOVERNMENT ATTENDEES	
Name, Title	Department
Kunimoto, Valri	Attorney General
Matthew Wong	Office of Information Management and Technology

OTHER ATTENDEES	
Name	Affiliation
Purcell, Dan	(Unknown)

- I. Call to Order – Welcome Chair
  - The meeting was called to order at 13:03 with quorum present by acting chair Executive Director Crosby.
  
- II. Approval of previous meeting minutes Chair
  - A motion was made to accept the previous meeting minutes by member Keane with second by member Ito with one correction on item VIII where member Tungol's name was misspelled. The minutes were unanimously accepted as revised.
  
- I. Review and discussion of mobility implications to privacy and security Council
  - Invited Guest Matt Wong gave a short report that this issue is on the roadmap for the Office of Information Management and Technology



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Policy Working Group for future development.

- Member Wong noted that their policy is developed and is in front of the union for consultation. Member Wong will share the document at the next meeting for discussion.
- Member Decasa noted that DOE is also developing one and will inform the Council when it becomes more finalized.
- Given that this topic is being worked on by the Office of Information Management and Technology Working Groups, member Ito moved we strike this item from future agendas with the exception of the future discussions of developed policies. Member Yong seconded and the motion was unanimously passed.

#### II. Reports and updates from Committees

- a. Best Practices, Automated Tools, and Training Ito
  - Member Ito reported that there is no progress yet given the new web site has just come up. The committee will merge this effort with item ii.b and ii.d below to reduce duplicate efforts and speed up the delivery of content.
- b. IPSC web content posting updates Ito
  - (see item II.a)
- c. Appropriate use of non-State controlled e-mail systems in conducting State Business Decasa
  - Discussion took place regarding the Office of Information Management and Technology Policy Working Group taking on this issue and reporting back to the council when they had a draft ready. Committee Chair Decasa will push this up to the governance and policy group and report back when they have an update at which time this committee reporting item will be placed back on the agenda.
- d. Review of existing posted best practices and recommendations for update Council
  - (see item II.a)
- e. 487N Revisions Yong
  - Executive Director Crosby reported that Member Tanaguchi has asked the Senate's Research Office to review the privacy statutes from other states, work on a comparison, and help draft legislation for the Council's consideration.
  - Member Yong compiled a list of links from other states focused on breach and penalties that will be shared with the committee members.

#### III. Legislative update

- Discussion of existing Personally Identifiable Information (PII) protection Council



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laws and potential updates

- Review the existing statutes covering PII with focus on protection and definition of PII and breach
  - This item was referred to the 487N

- IV. Review and discussion of Office of Information Management and Technology projects of interest to the Council. Chair

Before going into Executive Session, Dan Purcell, a member of the public who arrived after the commencement of the meeting, asked if he has missed an opportunity to give Public comment. The members agreed unanimously to accept comments at this time. He encouraged the members to always think of the privacy roles they play in performing their jobs, to be morally correct, and to ask themselves during the course of their everyday work if their actions are appropriate, just, and legal and that State employees are entrusted by the public to ensure appropriate privacy.

The meeting went into executive session at 13:22 pursuant to HRS§92-5(a)(4), §92-5 (a)(8) and §201B-4(8).

- eMail Pilot Status Update
  - Executive Director Crosby reported on the status of the pilot and the efforts under test to protect confidential information.
- Government Private Cloud
  - No update was provided, as a member of this project team was not present at the meeting.
- Review and discussion of OIMT Policy Development
  - The members were provided an update of policy development and issues that are being worked on by the working group.
- Other projects of interest
  - Member Ito discussed a security flaw that was recently encountered by the University of Hawai'i.
  - Executive Director Crosby brought up for discussion some potential interpretation issues with in HRS §487N-2 and HRS §487R-2 that were recently encountered during a contract negotiation.

Member Yong moved that the council conclude executive session with second by Member Ito. With unanimous vote, executive session ended at 14:10.

- V. Announcements and good of the order Council
- Member Keane noted that is a member of the Office of Information Management and Technology Policy Working group and offered to assist in updating the Council at future meetings.

- VI. Adjournment Chair



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- Member Ito moved to adjourn with member Yong seconding. With a unanimous vote, the meeting was adjourned at 14:12.

Executive Session: The Council may conduct an executive session for agenda items above 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; or 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.

Next meeting date: June 18, 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,

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Date

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Todd Crosby, Executive Director  
Information Privacy and Security Council