



Information Privacy and Security Council (IPSC)

Meeting Minutes

August 20, 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
Verkerke, Jacob	County of Maui
Wong, Mark	City and County of Honolulu
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Kali, Keone – State CIO (Chair)	Office of Information and Management Technology
Taniguchi, Carol	Legislature

INVITED GOVERNMENT ATTENDEES	
Name, Title	Department
Kim, Bruce	Office of Consumer Protection
Kunimoto, Valri	Attorney General
Sherman, Karen	County of Maui
Tungol, Wilfredo (Designee)	Dept. of Health
Wong, Matthew	Office of Information and Management Technology

OTHER ATTENDEES	
Name	Affiliation
None	

I. Call to Order – Welcome.

Chair

Executive Director Crosby called the meeting to order at 13:02 p.m. Quorum was established with ten (10) members present. Note - This twelve (12)-member Council requires eight (8) members to establish quorum and to take official Council action.

Member Verkerke introduced Karen Sherman who is a new Maui County employee that will be nominated to their Council seat before next month's meeting.



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- II. Approval of previous meeting minutes. Chair

Member Verkerke moved and member Ito seconded that the Information Privacy and Security Council approves the May 21, 2014 regular meeting minutes with amendments as follows: correct attendance for Member Jabobs attendance. As there were no objections to the amended minutes, the Information Privacy and Security Council ADOPTED the regular meeting minutes as amended by UNANIMOUS CONSENT, 10-0-0

- III. Public Testimony on agenda items.¹ Chair
There was no public testimony.

Member Norman joined the meeting at 13:08

- 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

Member Ito reported that the site has been updated and that a table of contents was added. Members were encouraged to review and provide back any comments or resources they would like added.

V. **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).

The chair called for a motion to go into Executive Session. Moved by Member Ito, Seconded by member Yong. With no objections, Executive Session commenced at 13:10.

The chair requested of the members if there were any objections of covering agenda item V-c first, as the invited guest covering this issue had a last minute meeting conflict. With no objections, item V-c was presented and discussed first, then item V-a, and then item V-b.

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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- a) Update from Committee: Review of existing PII protection strategies, protection statutes, and potential updates. Yong
- Member Yong discussed potential legislative updates. Discussion took place regarding Florida and California privacy updates that had taken place recently and potential benefits and security or systems impacts of the various options. A draft prepared by the committee was also discussed.
- b) Strategies, considerations, and discussion of current practices for the protection of PII on State systems. Chair and OCP invited guests
- Invited Guest Bruce Kim from the Department of Commerce and Consumer Affairs, Office of Consumer Protection reviewed the existing State privacy protections and how they fit together, how they provide various protections, notification, and events of non-state entities.. Discussion took place on the implications and cautions of these to systems and data within the State.
 - Executive Director Crosby discussed confidential findings furnished by another state's entity on a recent breach they encountered, the impacts, and methods / processes they used that were successful that could be beneficial in the State with the construction of both proactive and reactive frameworks.
 - 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
 - Executive Director Crosby led a discussion on the reformation of a Policy Working group focused on security and privacy and weaknesses that need to be addressed.
 - Messaging and Collaboration Project and protection of PII
 - Executive Director Crosby reviewed goals of the system configuration for protection, existing issues, and timelines.
 - Digital Leakage Protection
 - Matthew Wong led a discussion and review of this ongoing project, the current focus areas, and the next areas of implementation. Discussion took place of the various potential weaknesses and how they may be proactively addressed.
 - Government Private Cloud security issues
 - Matthew Wong led a discussion and review of this ongoing project, the current focus areas, and the next areas of implementation. Discussion took place of the various potential weaknesses and how they may be proactively addressed, as well as a confidential assessment that was completed.

