



Information Privacy and Security Council (IPSC)

Meeting Minutes

November 11, 2014

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
Ho, Keith (Designee)	City and County of Honolulu
Keane, David	Dept. of Human Resources Development
Merez, Gino	Dept. of Health
Norman, Nyree	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
Decasa, Meliton	Department of Education
Lassner, David	University of Hawai'i
Jacobs, Don	County of Hawai'i

INVITED GOVERNMENT ATTENDEES	
Name, Title	Department
Mike Miranda (c)	Office of Information Management and Technology

OTHER ATTENDEES	
Name	Affiliation
Dan Purcell	Public

- I. Call to Order – Welcome. Chair
 Executive Director Crosby called the meeting to order at 13:06. Quorum was established with nine (9) members present. Note - This twelve (12)-member Council requires eight (8) members to establish quorum and to take official Council action.

- II. Approval of previous meeting minutes. Chair
 - Member Yong moved and Member Keane seconded that the Information Privacy and Security Council approve the October regular meeting minutes as



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circulated.

- Discussion followed. As there were no objections, the Information Privacy and Security Council ADOPTED the regular meeting minutes without amendments by UNANIMOUS CONSENT, (9-0-0).

III. Public Testimony on agenda items.

Chair

- Dan Purcell – Stated that it is odd having a meeting where nothing is private anymore. He posed a question regarding what is covered in executive session and requested to have more agenda items in covered in public meetings where possible.

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.

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- Member Ito was not present. Executive Director Crosby requested the members review the content added to the site and submit any comments or requests for the committee.

V. Update from Committee: Collection of reports

Crosby

- Executive Director Crosby reviewed the open agencies that had not submitted their reports.
- Discussion took place regarding updating the existing questionnaire to make it more complete and adding some directions and guidance. It was felt that this was needed and the investigative committee would provide recommendations.
- Executive Director Crosby also led the discussion on bringing the report committee together to compile a refresh of all reporting items that the Council is required to collect and to start the report collection in July. It was felt these were also good ideas.

VI. **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).

Designee Ho joined the meeting at 13:36.

Member Yong moved the council go into executive session with member Keane seconding. With no objections, the Council went into executive session at 13:22.

- a) Update from Committee: Review of existing PII protection strategies, protection statutes, and potential updates.

Yong and
OIMT



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- Discussion took place regarding making changes to the definitions in 487, changing the scope of the base number requiring a report, and penalties. Invited Guests
 - Discussion took place on legislative support for the proposed change and timing.
 - Member Yong will prepare a redraft this week incorporating the comments and concerns discussed. It was requested by the members that Executive Director Crosby request full support from the Chair.
- b) Review and discussion of Office of Information Management and Technology (OIMT) projects concerning PII and security of State systems Chair and OIMT
- Consideration of PII policy and development Invited
 - Messaging and Collaboration Project and protection of PII Guests
 - Digital Leakage Protection
 - Government Private Cloud security issues
- Updates were provided to the members on the projects listed above and discussion took place on the above topics.
- c) Review and discussion of Cyber Security Threats, and current use of tools on the State network. Chair and OIMT
- Mike Miranda provided a review and update to the members. Invited Guests

With all topics covered, member Yong moved that the Council end executive session with member Keane seconding. With none opposed, executive session was concluded at 14:19.

- VII. Announcements and good of the order. Council
- Executive Director Crosby - Next meeting date: December 17, 2014 from 1:00 PM to 3:00 PM.
- VIII. Adjournment. Chair
- Member Yong moved to adjourn with second my member Keane. With none opposed, the meeting was adjourned at 14:21.

Next meeting date: December 17, 2014 from 1:00 PM to 3:00 PM

Respectfully Submitted,

December 18, 2014

Date

/s/

Todd Crosby, Executive Director
Information Privacy and Security Council