



Information Privacy and Security Council

Meeting Minutes

July 15, 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
Keane, David	Dept. of Human Resources Development
Merez, Gino	Dept. of Health
Norman, Nyree	County of Kaua'i
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary
Tsuchiya, Burt (Designee)	County of Hawai'i
Tungol, Wilfredo (Designee)	Dept. of Health
Sherman, Karen	County of Maui
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Wong, Mark	City and County of Honolulu
Yoshimi, Garrett	University of Hawai'i

INVITED GOVERNMENT ATTENDEES	
Name, Title	Department
DeMello, Keith	Office of Information Management and Technology

OTHER ATTENDEES	
Name	Affiliation

- I. Call to Order — Welcome
 Executive Director Crosby called the meeting to order at 13:06 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.*

- II. Approval of Previous Meeting Minutes
 Member Decasa moved and member Yong seconded that the Information Privacy and Security Council (IPSC) approves the May 2015 regular meeting minutes as amended. Discussion followed. As there were no objections, the IPSC ADOPTED the regular meeting minutes as amended by UNANIMOUS CONSENT (10-0-0). The amendment was as follows:
 - Correct misspelling of Thornton on Page 3.



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III. Public Testimony on Agenda Items¹

None.

IV. NIST Privacy Framework

Members discussed the recently released draft Privacy Risk Management framework from the National Institute of Standards and Technology (NIST). Still in draft form, the framework applies to federally funded projects or federal data partners subject to audit. Audit notice is anticipated in the next cycle but it is still unclear whether it will be a single notice or fragmented. Once finalized, the framework is expected to address frequent questions statewide. Executive Director Crosby stated that he would require any comments by Tuesday, July 21.

V. Update from Best Practices and Yearly Reporting Committee

- Members discussed best practices, automated tools, and investigation of training materials and programs for protection of personally identifiable information (PII) for posting on the IPSC website. Executive Director Crosby reported that there has been one revision and that he will coordinate with working committee members to ensure the site gets updated this month.
- Members discussed the review and updating of existing IPSC publications. Legislators previously noted that some items appeared to be out of date. In addition, the State Procurement Office points to IPSC requirements in some documentation. For example, federal requirements for immediate scan equipment overwrite and encryption should be required in SPO requirements. The Office of Information Management and Technology's (OIMT) ongoing effort to update statewide policies will address these items without being duplicative.
- Keith DeMello reported that a memorandum from State Chief Information Officer (CIO) Todd Nacapuy is being issued to all state and county department heads requesting confirmation of their privacy designees. Executive Director Crosby identified the need to update the designee questionnaire form, as recent responses have indicated less than thorough familiarity with requirements. This will be updated for issuance in August along with the form letter from agencies. Thought is being given to incorporating the collection of information in the future through Troux.
- Senate Concurrent Resolution 88 of the 28th Legislature requests that the IPSC, in cooperation with the State CIO Council, assess existing procedures of notification required following the breach of personal information and report on findings no later than 20 days prior to the convening of the regular session of 2016. Options include partnership with the Comptroller. Risk management guidelines exist but not in a formal way. Currently, no agencies have formal guidelines.

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



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organization is allotted three minutes, or an amount of time otherwise designated in advance by the Chairperson, to provide testimony to the Council.

Member Norman departed at 13:50 p.m.

VI. Executive Session

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

Members discussed the following:

- a) Review and discussion of cyber security threats, trends, and current use of security tools on the State network
- b) Review and discussion of OIMT projects concerning PII and security of State systems
 - Messaging and Collaboration Project
- c) Security/Privacy concerns and issues in member agencies
- d) Review and discussion from the Enterprise Architecture Working Group on the strategy and development of policies concerning security and privacy

With executive session agenda items covered, member Yong moved that the Council end executive session with member Keane seconding. With none opposed, executive session was concluded at 14:09 p.m.

VII. Announcements and good of the order

Next meeting date: August 19, 2015, 1 p.m.

VIII. Adjournment

Member Keane moved to adjourn with second by member Yong. With none opposed, the meeting was adjourned at 14:10 p.m.

Respectfully Submitted,

October 21, 2015

Date

/s/ Keith A. DeMello

Senior Communications Manager

Office of Information Management and Technology