



Information Privacy and Security Council

Meeting Minutes

December 16, 2015

Keoni 'Ana Building 1177 Alakea St. Room 304 Honolulu, HI 96813	Wailuku State Office Bldg. 54 South High St. Third Floor VCC Wailuku, HI 96793	Lihu'e State Office Bldg. 3060 'Eiwa St. Basement VCC Lihu'e, HI 96766	Hilo State Office Bldg. 75 Aupuni St. Basement VCC Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT	
Member Name	Department
DeMello, Keith (designee; acting chair)	Office of Enterprise Technology Services
Jacobs, Don	County of Hawai'i
Keane, David	Department of Human Resources Development
Norman, Nyree	County of Kaua'i
Sherman, Karen	County of Maui
Takeshita, Brian (designee)	Legislature
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary
Yong, Lim	Department of Human Services

MEMBERS ABSENT / NOT REPRESENTED	
Member Name	Department
Decasa, Meliton Jr.	Department of Education
Merez, Gino	Department of Health
Wong, Mark	City and County of Honolulu
Yoshimi, Garrett	University of Hawai'i

INVITED GOVERNMENT ATTENDEES	
Name, Title	Department
Crosby, Todd (executive director)	Office of Enterprise Technology Services
Michael Otsuji	Office of Enterprise Technology Services

I. **Call to Order — Welcome**

Acting Chair DeMello called the meeting to order at 1:04 p.m. Quorum was established with eight members present. *Note: This 12-member Council requires eight members to establish quorum and take official Council action.*

II. **Approval of Previous Meeting Minutes**

Member Thornton moved and Member Yong seconded that the IPSC approve the November 2015 regular meeting minutes as amended. In discussion, members identified the following amendments:

- Page 2, paragraph three, change “publically” to “publicly”
- Page 3, paragraph two, line four, delete “on”; line five, change “acknowledge” to “acknowledging”; and line 10, make “report” plural

The IPSC adopted the regular meeting minutes as amended by unanimous consent.

III. **Public Testimony on Agenda Items**

None.

IV. IPSC Annual Summary Report, Pursuant to HRS Section 487N-5, on State and County Agencies' Submission of Personal Information System Annual Reports; Discussion and Appropriate Action

Members reviewed the latest draft of the IPSC Annual Summary Report. Final follow-up is being conducted with agencies who have not yet responded to IPSC's requests for: 1) their respective agency privacy designee and/or 2) their respective personal information (PI) system report or confirmation that the agency does not collect PI (as defined by the IPSC Annual PI System Report form that was provided to agencies to facilitate compliance). Acting Chair DeMello noted near full compliance among State and Honolulu agencies. The final report is due to the Legislature by December 31; any responses received before then will be reflected in the IPSC's final report to be submitted to the Legislature. Members Sherman and Jacobs requested lists of agency privacy designees for their respective counties.

V. IPSC Report, Pursuant to S.C.R. 88, 2015 Legislative Session, on the Assessment of Existing Procedures of Notification Required Following the Breach of Personal Information; Discussion and Appropriate Action

Members reviewed a draft of the S.C.R. 88 report. Acting Chair DeMello noted that the Office of Consumer Protection expressed its intent to create a citizen-facing online breach information portal, as recommended by the IPSC. Members discussed the benefits of further investment in modernizing the process for annual collection of PI system reports, and that this should be added to the S.C.R. 88 report recommendations.

VI. S.B. No. 1186, 2015 Legislative Session, Relating to Personal Information; Discussion and Appropriate Action

Members reviewed S.B. No. 1186 SD1 and a summary of amendments made in committee during the 2015 legislative session. To express the IPSC's continued support for the bill, it was recommended that the IPSC chair follow up with Senator Glenn Wakai (chair of the Senate Committee on Economic Development, Environment and Technology), who introduced the bill, as well as Senators Jill Tokuda (chair of the Senate Committee on Ways and Means) and Gilbert Keith-Agaran (chair of the Senate Committee on Judiciary and Labor), who chair the committees to which the bill was last referred.

VII. Announcements and Good of the Order

Next meeting date: January 20, 2016, 1 p.m. It was noted that this will be the opening day of the 2016 legislative session.

VIII. Adjournment

Member Keane moved and Member Thornton seconded to adjourn. With the motion passing unanimously, the meeting adjourned at 1:48 p.m.

March 21, 2016

Date

Respectfully Submitted,



Keith A. DeMello
Senior Communications Manager
Office of Enterprise Technology Services,
State of Hawai'i