



## Information Privacy and Security Council

### Meeting Minutes

January 20, 2016

1:00 p.m.

Keoni 'Ana Bldg 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
--	---	---	--

#### MEMBERS / DESIGNEES PRESENT

Member Name	Department
Decasa, Meliton Jr.	Department of Education
DeMello, Keith (designee; acting chair)	Office of Enterprise Technology Services (ETS)
Ho, Keith	City and County of Honolulu
Jacobs, Don	County of Hawai'i
Keane, David	Department of Human Resources Development
Norman, Nyree	County of Kaua'i
Tungol, Wilfredo (designee)	Department of Health
Verkerke, Jacob (designee)	County of Maui
Yong, Lim	Department of Human Services

#### MEMBERS ABSENT / NOT REPRESENTED

Member Name	Department
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary
Yoshimi, Garrett	University of Hawai'i
Wong, Mark	City and County of Honolulu

#### I. Call to Order — Welcome

Acting Chair DeMello called the meeting to order at 1:07 p.m. Quorum was established with nine members present. *Note: This 12-member council requires eight members to establish quorum and to take official action.*

#### II. Approval of Previous Meeting Minutes

Member Yong moved for the IPSC to approve the December 2015 regular meeting minutes, and Member Keane seconded the motion. The IPSC adopted the regular meeting minutes by unanimous consent.

#### III. Public Testimony on Agenda Items

None.

#### IV. Recommendations of 2015 IPSC Report to the Legislature; Discussion and Appropriate Action

##### a. Citizen-Facing Online Breach Information Portal

The Department of Commerce and Consumer Affairs' Office of Consumer Protection (OCP) has launched this webpage, which resulted from discussions and recommendations in previous IPSC meetings including the November meeting attended by OCP Executive Director Stephen Levins. It was acknowledged that OCP

acted quickly on the IPSC's request to launch the site. The webpage is accessible at: <http://cca.hawaii.gov/ocp/security-breach-notice/>

**b. Adoption of NIST Privacy Risk Management Framework**

The federal National Institute of Standards and Technology (NIST) Privacy Risk Management framework appears to still be under review, as no update has been posted on the NIST website since the last IPSC meeting. ETS staff will continue to monitor NIST announcements regarding the framework status.

**c. Modernization of Collection Process for State and County Agencies' Submission of Personal Information System Annual Reports**

Acting Chair DeMello restated that the reason to modernize this process is to facilitate compliance among State and county agencies. He reported that ETS is evaluating two solutions for the modernization of the collection process, including use of an Adobe module that is already available to the State via ETS' eSign Services. The benefit of using this existing module is that it would require little to no additional cost. Functions being explored are annual online self-registration of agencies' privacy designees and submission of agencies' annual reports via the built-in "upload attachment" feature. Other solutions recommended for evaluation include those in use by the County of Kaua'i and University of Hawai'i. Some counties collect their reports centrally, which would need to be worked out. Acting Chair DeMello suggested that a presentation be made at an upcoming meeting.

**d. Cyber Insurance for State of Hawai'i Agencies**

ETS is conducting due-diligence on obtaining cyber insurance for State of Hawai'i agencies provided under an enterprise license agreement. Members inquired if the agreement would cover all three branches and/or if it could be extended to counties (e.g., via riders). Members expressed that this is an area of high interest and importance, and requested that a presentation or update be provided at an upcoming meeting.

**e. Legislative Amendments**

Acting Chair DeMello reviewed the recommended statutory amendments in the IPSC's report:

- amend HRS §487N-2 to require that threshold for businesses to report breaches to OCP be lowered from 1,000 to 500 to align with other states; and
- amend HRS §478N-5 so the State Chief Information Officer (CIO) versus the Comptroller may hire exempt employees to support information privacy and security, since the CIO position has been established and chairs the IPSC.

**V. S.B. No. 1186 SD1, Relating to Personal Information; Discussion and Appropriate Action**

S.B. No. 1186 SD1 from the 2015 legislative session is technically alive. Lim Yong offered to attend briefings with legislators on the status of amendments and other legislation. ETS will advise of any opportunities to brief legislators on IPSC's positions on S.B. No. 1186 and/or other legislation.

VI. **Announcements and Good of the Order**  
Next meeting date: February 17, 2016, 1 p.m.

VII. **Adjournment**  
The meeting adjourned at 1:28 p.m.

Respectfully Submitted,

March 21, 2016

\_\_\_\_\_  
Date



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