



Information Privacy and Security Council

Meeting Minutes

May 18, 2016

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
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MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Decasa, Meliton Jr.	Department of Education
DeMello, Keith (designee; acting chair)	Office of Enterprise Technology Services (ETS)
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
Tungol, Wilfredo (designee)	Department of Health
Yong, Lim	Department of Human Services

MEMBERS ABSENT / NOT REPRESENTED	
Member Name	Department
Thornton, Kevin	Judiciary
Wong, Mark	City & Council of Honolulu
Yoshimi, Garret	University of Hawai'i

INVITED GOVERNMENT ATTENDEES	
Member Name	Department
Crosby, Todd	ETS
Kunimoto, Valri	Department of the Attorney General
Tong, Lisa	Office of Consumer Protection

I. **Call to Order**

Acting Chair DeMello called the meeting to order at 1:15 p.m. Quorum was established with eight members present. *Note: The twelve-member Information Privacy and Security Council (IPSC) requires eight members to establish quorum and take official Council action.*

II. **Approval of Previous Meeting Minutes**

Member Yong moved for the IPSC to approve the March 2016 meeting minutes, and Member Keane seconded the motion. In discussion, the following amendments were identified:

- Under item III., delete asterix.
- Under item V., change “among departments” to by “Department of Education,” and change “attached” to “attach”

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

III. **Public Testimony on Agenda Items**

None.

IV. **State and County Agency Personal Information (PI) System Annual Reports**

Acting Chair DeMello outlined the following proposed 2016 collection timeline for agencies' PI system annual reports:

<u>Date</u>	<u>Action</u>
May 18	Preview potential new reporting process to IPSC (In development)
June 15	IPSC approval of new reporting process (at June meeting)
July 31	IPSC members provide final updates to agency privacy designee list
July 15	CIO memo to agency privacy designees (cc: Executive-level leadership)
August 31	Deadline for agency reports (preliminary)
September 30	Deadline for agency reports (as required by statute)
December 31	Deadline for IPSC summary report to Legislature

It was also noted that the effective date of Senate Bill 2807 SD2, if signed, is July 2, 2016. In addition to consolidating the Office of Information Management and Technology (OIMT) and the Information and Communication Services Division (ICSD) of the Department of Accounting and General Services, the bill has additional relevance to the IPSC; the bill:

- adds a representative of the Department of Commerce and Consumer Protection (DCCA) to the IPSC;
- transfers authority from the Comptroller to the CIO to establish a position in support of the IPSC (housekeeping amendment); and
- strengthens IT governance and IT security governance.

Todd Crosby presented a new online form that is being proposed to replace the agency PI report form, which is currently Microsoft Word-based. To further increase efficiency, the new online form has been aligned with federal reporting for consistency. It also allows agency privacy designees to save and continue filling out the form later.

In addition, a SharePoint-based collaborative site was previewed. The site would serve as a repository for the form data and provide IPSC members the ability to track progress and agency compliance within their jurisdictions. It would also provide the IPSC with more detail and options in being more dynamic in its reporting to the Legislature at the end of the year. Thirdly, the intent is to have this site replace the "Members" section of the IPSC website. Leveraging ETS' eSign Services to add electronic signature capability remains an option but may not be necessary at this time. A full demonstration will be provided at the June meeting.

Once agency designee lists are updated to the extent possible, the proposal is to give all privacy designees an appropriate level of access to the collaborative site. IPSC members would be provided greater access, especially concerning those agencies within their jurisdictions. For this purpose, it will be critical to review and verify privacy designee contact information before the proposed July 31 deadline. Creation of the Active Directory accounts will follow, based on the finalized list of contacts.

V. **Legislative Recap**

Acting Chair DeMello provided the following highlights from the 2016 legislative session, as they related to the IPSC:

Senate Bill 2807 SD2, Relating to Enterprise Technology Services — The bill passed and (at the time of this meeting) is awaiting Gov. David Ige’s signature. As noted above, the measure consolidates OIMT and ICSD, broadens IT governance, adds a representative of DCCA to the IPSC, and authorizes the CIO to create a position in support of IPSC.

House Bill 1739 HD2 SD1 CD1, Relating to Employment — The bill passed but with critical amendments proposed by ETS. It is also awaiting the governor’s signature. The bill prohibits employers from requiring, requesting, or coercing employees or potential employees to provide access to their personal social media accounts, subject to certain exemptions. At ETS’ urging, legislators removed problematic language in the first Senate draft that required employers, including the State of Hawai‘i, to delete information inadvertently received through cybersecurity tools, should employees choose to access their “personal accounts” from within the employers’ network (e.g., the State government network).

VI. Announcements and Good of the Order

Due to outside obligations that required a member’s presence elsewhere, it was announced that the IPSC would need to adjourn, since the number of remaining members would fall below quorum.

Before adjourning, members requested that meeting reminder/confirmation notices be sent via a new email versus using the same Outlook email invitation sent to IPSC members at the beginning of the year.

The next IPSC meeting is scheduled for Wednesday, June 15, 2016, 1 p.m.

VII. Adjournment

The meeting adjourned at 1:47 p.m.

Jun 24, 2016

Date

Respectfully Submitted,



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