



## Information Privacy and Security Council

### Meeting Agenda

Wednesday, June 15, 2016

1 – 3 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
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- I. Call to Order
  - a. Welcome and Introductions
- II. Review and Approval of Previous Meeting Minutes
- III. Public Testimony on Agenda Items\*
- IV. State and County Agency Personal Information (PI) System Annual Reports
  - a. 2016 Collection Timeline
  - b. Demonstration of Proposed PI System Annual Report Form, Workflow, and Collaborative Site
- V. Guidelines for Found Media Sanitation; Discussion and Appropriate Action
  - a. Hawai‘i Revised Statutes (HRS) Section 52D-14, Duty and Right of Finders (see: [http://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0052D/HRS\\_0052D-0014.htm](http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0052D/HRS_0052D-0014.htm))
  - b. National Institute of Standards and Technology Special Publication 800-88r1, Guidelines for Media Sanitation (see: <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>)
- VI. Executive Session

*This portion of the meeting is closed to the public pursuant to HRS sections 92-5(a)(6), to consider sensitive matters related to public safety or security, and 92-5(a)(8), to deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a state or federal law, or a court order.*

  - a. Internal Handling of Employee Personally Identifiable Information; Discussion and Appropriate Action

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

VII. Good of the Order

- a. Announcements
- b. Next Meeting Date: Wednesday, July 20, 2016, 1 p.m.

VIII. Adjournment

The Council will provide a folder of meeting materials at each meeting for public review. Materials may also be viewed online at <http://ipsc.hawaii.gov>.

Individuals who require special needs accommodation should call (808) 586-1920 ext. 315 at least three (3) working days in advance of the meeting.