



## Information Privacy and Security Council

### Meeting Minutes

August 17, 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

#### MEMBERS / DESIGNEES PRESENT

| Member Name                             | Department                                     |
|---|--|
| Decasa, Meliton                         | Department of Education (DOE)                  |
| DeMello, Keith (designee; acting chair) | Office of Enterprise Technology Services (ETS) |
| Ito, Jodi (designee)                    | University of Hawai'i (UH)                     |
| Jacobs, Don                             | County of Hawai'i                              |
| Keane, David                            | Department of Human Resources Development      |
| Norman, Nyree                           | County of Kaua'i                               |
| Sherman, Karen                          | County of Maui                                 |
| Thornton, Kevin                         | Judiciary                                      |
| Tong, Lisa (designee)                   | Department of Commerce and Consumer Affairs    |
| Yong, Lim                               | Department of Human Services                   |

#### MEMBERS ABSENT / NOT REPRESENTED

| Member Name      | Department                  |
|------------------|-----------------------------|
| Merez, Gino      | Department of Health        |
| Taniguchi, Carol | Legislature                 |
| Wong, Mark       | City and County of Honolulu |

#### INVITED GOVERNMENT ATTENDEES

| Member Name     | Department                         |
|-----------------|------------------------------------|
| Crosby, Todd    | ETS                                |
| Kunimoto, Valri | Department of the Attorney General |

#### I. Call to Order

Acting Chair DeMello called the meeting to order at 1:02 p.m. Quorum was established with nine members present. Member Norman joined the meeting at 1:09 p.m., increasing the total number of voting members present to ten. *Note: The twelve-member Information Privacy and Security Council (IPSC) requires eight members to establish quorum and take official Council action.*

#### II. Review and Approval of Previous Meeting Minutes

Member Decasa moved for the IPSC to approve the July 2016 meeting minutes, and Member Yong seconded the motion. The IPSC adopted the meeting minutes by unanimous consent.

#### III. Public Testimony on Agenda Items

None.

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

Acting Chair DeMello reported that a memorandum from the IPSC chair to all agency privacy designees has been prepared for distribution. The memo will serve as a reminder to State and County government agencies that PI System Annual Reports are due to the IPSC by September 30, pursuant to HRS Section 487N-7.

The memo also provides instructions to State Executive Branch agencies to submit their reports "paperless" through the IPSC's new secure online form. The form has been aligned with federal

reporting to increase consistency and further increase efficiency. The information will also be saved for the following year and need only be modified if updates are required.

Initially, this option is only available to agencies on the Executive Branch Active Directory (AD), which includes most departments except the DOE, UH, Department of Taxation, and some attached agencies. Permissions will restrict agency privacy designees' access to their own reports, while IPSC members will have access to the site's other resources.

As discussed at previous meetings, it is the IPSC's intent to make the online form available to all departments and jurisdictions in 2017. In the meantime, other non-Executive Branch agencies may submit their reports as usual via email or U.S. Postal Service. The form will be available for download in PDF fillable form and Microsoft Word formats at <http://ipsc.hawaii.gov>.

Member Decasa shared that recent changes in staff and organizational structure may present challenges for agencies to complete their annual reports in a timely manner. Following discussion, Acting Chair DeMello reported that both the 2015 and 2016 forms will be available for download on the website. Members agreed that facilitating compliance among the various agencies is paramount, so submission of reports using either form should be acceptable.

Acting Chair DeMello also stated that IPSC members will be provided template language based on the chair's memo to be used should they wish to send a follow-up communication to agency privacy designees, e.g., so County personnel receive instructions from a County contact.

It was noted that the deadline for submitting PI System Annual Reports was still listed as August 30 on the online form and PDF version of the form because the Council was initially thinking of asking for reports early. However, due to the current timeframe and to provide agencies' with sufficient time, forms will be updated with the September 30 deadline to match what is required in statute.

For more information or assistance with report submission, the chair's memo will direct agency privacy designees to email [ipsc@hawaii.gov](mailto:ipsc@hawaii.gov) or call ETS staff Keith DeMello or Todd Crosby.

Acting Chair DeMello encouraged IPSC members to continue to make suggestions to the form and/or process in the interest of continuous improvement for future years.

#### **V. Status of the Permitted Interaction Group Research and Recommendations on Guidelines for Found Media Sanitation**

The Permitted Interaction Group continues its deliberation, including review of Department of Homeland Security and other applicable federal regulations. The group's report will be provided at a future meeting.

Acting Chair DeMello noted that the governor's office has requested that departments submit draft legislative proposals by early September for consideration for administrative bills. Should legislative amendments be recommended by the Permitted Interaction Group, the IPSC may need to consider other bill vehicle options.

#### **VI. Executive Session**

Member Yong moved to enter into executive session to discuss internal handling of employee personally identifiable information, 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. Member Ito seconded the motion. The motion passed unanimously.

The IPSC entered executive session at 1:17 p.m.

Member Keane moved to exit executive session, and Member Yong seconded the motion. The IPSC exited executive session at 1:42 p.m.

**VII. Good of the Order**


DCCA Director Catherine Awakuni Colón has designated Stephen Levins and Lisa Tong as the DCCA IPSC member and designee. Being present, Designee Tong was welcomed to the Council.

The next IPSC meeting is scheduled for Wednesday, September 21, 2016, 1 p.m.

**VIII. Adjournment**

Member Ito moved to adjourn the meeting, and Member Keane seconded the motion. The meeting adjourned at 1:43 p.m.

Respectfully Submitted,



Sep 21, 2016

\_\_\_\_\_  
Date

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