



Information Privacy and Security Council

Meeting Minutes

March 15, 2017

Kalanimoku Bldg.
Basement VCC
1151 Punchbowl St.
Honolulu, HI 96813

Wailuku State Office Bldg.
Third Floor VCC
54 South High St.
Wailuku, HI 96793

Lihu'e State Office Bldg.
Basement VCC
3060 'Eiwa St.
Lihu'e, HI 96766

Hilo State Office Bldg.
Basement VCC
75 Aupuni St.
Hilo, HI 96720

MEMBERS / DESIGNEES PRESENT

Member Name	Department
Hoang, Vincent (Designee; Acting Chair)	Office of Enterprise Technology Services (ETS)
Keane, David	Department of Human Resources Development (DHRD)
Ito, Jody (Designee)	University of Hawai'i
Norman, Nyree	County of Kaua'i
Merez, Gino	Department of Health (DOH)
Tachikawa, Joanne	Department of Education
Tungol, Wilfredo (Designee)	DOH
Ung, Jules	County of Hawai'i
Yong, Lim	Department of Human Services

MEMBERS ABSENT / NOT REPRESENTED

Member Name	Department
Levins, Stephen	Department of Commerce and Consumer Affairs
Sherman, Karen	County of Maui
Taniguchi, Carol	Legislature
Thornton, Kevin	Judiciary
Wong, Mark	City and County of Honolulu

MEMBERS OF THE PUBLIC OR INVITED STAFF

Name	Department
DeMello, Keith	ETS

I. Call to Order

Acting Chair Hoang called the March 2017 meeting of the Information Privacy and Security Council (IPSC) to order at 1:03 p.m. Quorum was established with eight members/designees present.

II. Review and Approval of Previous Meeting Minutes

Member Yong moved for the IPSC to approve the February 15, 2017, meeting minutes, and Member Keane seconded the motion. The IPSC adopted the minutes by unanimous consent.

III. Public Testimony on Agenda Items

None.

IV. Status Update from the Permitted Interaction Group on the Handling Personally Identifiable Information (PII) on Mobile Devices

It was reported that the Permitted Interaction Group is scheduling its next meeting during the week of March 20. It will be the group's second meeting to deliberate on the matter. A report will be provided at a future meeting.

Chair Todd Nacapuy's memorandum to the Department of Human Resources Development, as approved at February's meeting, was transmitted on February 21 to convey the recommendations of the IPSC regarding processes for the internal handling of PII by government agencies. The memo was copied to IPSC members. No response had been received as of the date of meeting. Member Keane suggested following up in a few weeks and also proactively drafting a memo from DHRD to executive branch departments to facilitate communications.

V. Collection Process for State and County Agencies' Submission of Personal Information System Annual Reports, Pursuant to Hawai'i Revised Statutes Section 487N-7


Members discussed what worked and what didn't with regard to collection of the 2016 agency PI system annual reports. It was the first year that an online form was provided as an option to executive branch agencies. The intent is to consider expanding the option to other agencies, including the counties.

It was reported that ETS will soon be making a determination on "platform as a service" for State customer/constituent resource management. Once the determination is made, ETS will provide a recommendation that balances between access requirements for all agency privacy designees (even those not on the executive branches Active Directory) with necessary security requirements.

VI. Adjournment

At approximately 1:15 p.m., the meeting recessed due to lost connections to the Hilo and Maui VCCs. When the connections were not reestablished, Chair Hoang ended the meeting at 1:30 p.m. The next IPSC meeting is scheduled on Wednesday, April 19, 2017, 1 p.m.

Respectfully Submitted,



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

Apr 19, 2017

Date