



**Information Privacy and Security Council
Meeting Minutes
September 20, 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	Jurisdiction/Department/Agency
Hoang, Vincent (Designee; Acting Chair)	Office of Enterprise Technology Services (ETS)
Ito, Jodi (Designee)	University of Hawai'i
Keane, David	Department of Human Resources Development
Park-Yamaha, Brandon (Designee)	Department of Health
Sherman, Karen	County of Maui
Thornton, Kevin	Judiciary
Tong, Lisa (Designee)	Department of Commerce and Consumer Affairs
Ung, Jules	County of Hawai'i
Wong, Mark (Designee)	City and County of Honolulu
Yong, Lim	Department of Human Services

MEMBERS OF THE PUBLIC OR INVITED STAFF	
Name	Affiliation
DeMello, Keith	ETS

I. Call to Order

Acting Chair Hoang called the September 2017 meeting of the Information Privacy and Security Council (IPSC) to order at 1:06 p.m. Quorum was established with nine members/designees present.

II. Review and Approval of Previous Meeting Minutes

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

III. Public Testimony on Agenda Items

None.

IV. Status Report on the Collection of State and County Agencies' Submission of Personal Information (PI) System Annual Reports, Pursuant to Section 487N-7, Hawai'i Revised Statutes (HRS)

As approved at last month's meeting, the Chair's memorandum to remind agency privacy designees of the upcoming annual reporting deadline, as well as disseminate information about the Privacy Impact Assessment (PIA) online form and fillable PDF, was distributed on August 25. Links to the PIA Online Form and the fillable PDF are also available on the IPSC website (ipsc.hawaii.gov).

Although the deadline for agencies to submit their annual reports is September 30, it was reported that two reports have already been received via the online form and another nine have been received via email or hard copy. The reports are maintained in two separate, secure SharePoint folders based on how they were provided (online form vs. email/hard copy). Members discussed preferences for limiting access to view the reports. Currently, individual submitters of reports who are not members of the IPSC can only see their own submissions. IPSC members have universal access. IPSC members expressed preference for limiting access further so that members can only see reports from their jurisdictions. ETS will update access parameters accordingly.

V. Status Report on the Department of Public Safety (PSD) Hawai'i Correctional Industries' Digital Scanning and Archival Services

In 2017, the PSD Hawai'i Correctional Industries launched a program providing digital scanning and archival services. Information about the program is available at: <http://hawaiiici.org/Site/catalogs/scanning/scanning.htm>

As previously reported, ETS has received a preliminary briefing from the department affirming that processes are in place to safeguard information. A follow-up site visit is still being scheduled to provide an opportunity to evaluate those processes. Member Keane has expressed interest in participating.

VI. Status Report on the European Union General Data Protection Regulation

This item is on the agenda to provide the opportunity to discuss the GDPR, a regulation by which the European Parliament, the Council of the European Union, and the European Commission intend to strengthen and unify data protection for all individuals within the European Union. The GDPR also addresses the export of personal data outside the EU. It goes into effect May 25, 2018. More information is available at: <http://www.eugdpr.org>

No significant updates were reported this month. ETS will continue to monitor the issue and forward developments to IPSC members.

**VII. Good of the Order
Announcements**

- i. The 24th Annual ISSA Discover Security Conference will be held on October 11 and 12 at Dole Cannery.
- ii. ETS has submitted a draft legislative proposal based on the IPSC's previously approved recommendations for amending HRS sections 52D-14 and 261-17.7 (relating to the duty and rights of finders) for consideration as part of the governor's legislative package.
- iii. Due to scheduled renovation work on the Kalanimoku Building video conferencing center, the O'ahu location for the remaining IPSC meetings is scheduled as follows:
 - Wednesday, October 18, 2017, 1 p.m., Oahu location: Kalanimoku Bldg., Basement VCC (no change)
 - Tuesday, November 14, 2017, 1 p.m., Oahu location: Kalanimoku Bldg., Room 410
 - Wednesday, December 20, 2017, 1 p.m., Oahu location: Kalanimoku Bldg., Room 410

VIII. Adjournment

Member Designee Tong moved to adjourn, and Member Yong seconded the motion. The motion passed unanimously, and the meeting adjourned at 1:18 p.m.

Respectfully Submitted,



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

Oct 18, 2017

Date