

**Information Privacy and Security Council**  
**Meeting Minutes**  
 October 18, 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

<b>MEMBERS / DESIGNEES PRESENT</b>	
<b>Member Name</b>	<b>Jurisdiction/Department/Agency</b>
Hoang, Vincent (Designee; Acting Chair)	Office of Enterprise Technology Services (ETS)
Keane, David	Department of Human Resources Development
Norman, Nyree	County of Kaua'i
Park-Yamaha, Brandon (Designee)	Department of Health
Sherman, Karen	County of Maui
Taniguchi, Carole	Legislature
Tong, Lisa (Designee)	Department of Commerce and Consumer Affairs
Ung, Jules	County of Hawai'i
Yong, Lim	Department of Human Services

<b>MEMBERS OF THE PUBLIC OR INVITED STAFF</b>	
<b>Name</b>	<b>Affiliation</b>
DeMello, Keith	ETS
Kunimoto, Valri	Department of the Attorney General

**I. Call to Order**

Acting Chair Hoang called the October 2017 meeting of the Information Privacy and Security Council (IPSC) to order at 1:01 p.m. Quorum was established with eight members/designees present.

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

Member Designee Tong moved for the IPSC to approve the September 2017 meeting minutes, and Member Yong seconded the motion. After further discussion, Member Designee Tong moved to amend the minutes to show that Member Ung was in attendance at the September meeting, and Member Yong seconded the motion. The motion passed 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)**

The deadline for agencies to submit their PI system annual reports to the IPSC was September 30. ETS reported that 154 reports were submitted. This included 128 submitted by email or hard-copy (52 from the State; 37 from the City and County of Honolulu; 32 from Hawai'i County; three from Maui County; and four from Kauai County), and 26 submitted via the Privacy Impact Assessment (PIA) Online Form (23 from the State and three from the City and County of Honolulu).

As approved at last month's meeting, the Chair's memorandum to remind agency privacy designees of the upcoming annual reporting deadline and disseminate information about the PIA form, 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](http://ipsc.hawaii.gov)).

Members discussed objectives in assessing the reports. ETS reported that consolidating the information from the fillable PDF version of the PIA form is just as easy as compiling from the PIA Online Form, and ETS recommended that the IPSC consider whether providing both options next year would be necessary. The ability for IPSC members to assess compiled raw data as a group is limited because members have access only to those reports from their jurisdictions. Members also discussed fine-tuning the survey next year if the IPSC wished to identify a specific data set. Chair Hoang stated that risks can often be significantly reduced by ensuring basic best practices are being followed.

For review at the next meeting, ETS will begin compiling information, including data/trends extracted from the agency PI annual reports, for the IPSC's annual summary report due to the Legislature 20 days prior to the start of the regular legislative session.

**V. Good of the Order**

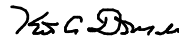
***Announcements***

Due to scheduled renovation work on the Kalanimoku Building video conferencing center, the next IPSC meeting will be held on Tuesday, November 14, 2017, 1 p.m., with the O'ahu location moved to the Comptroller's Conference Room, Kalanimoku Bldg., Room 410.

**VI. Adjournment**

Member Designee Tong moved to adjourn, and Member Yong seconded the motion. The motion passed unanimously, and the meeting adjourned at 1:25 p.m.

Respectfully Submitted,



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

Nov 15, 2017

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Date