



Information Privacy and Security Council (IPSC)
Meeting Minutes
December 10, 2018

Videoconference Centers (VCC)

Kalanimoku Bldg., 1151 Punchbowl St., Rm. B10, Honolulu, HI 96813
Hilo State Office Bldg., 75 Aupuni St., Basement, Hilo, HI 96720
Wailuku State Office Bldg., 54 S. High St., 3rd Flr., Wailuku, HI 96793
Lihue State Office Bldg., 3060 Eiwa St., Basement, Lihue, HI 96766

Members Present

Vince Hoang, Acting Chair	Office of Enterprise Technology Services (ETS)
Lisa Tong (Designee)	Department of Commerce and Consumer Affairs
Jonathan Chee	Department of Education
Wilfredo Tungol (Designee)	Department of Health
David Keane	Department of Human Resources Development
Lim Yong	Department of Human Services
Carol Taniguchi	Legislature
Jodi Ito (Designee)	University of Hawaii
Jules Ung	County of Hawaii
Nyree Norman	County of Kauai

Members Absent

Kevin Thornton	Judiciary
Mark Wong	City & County of Honolulu
Karen Sherman	County of Maui

Other Attendees

William Monahan, CISO	Department of Human Services
Greg Dalin	ETS
Susan Bannister	ETS

I. Call to Order

Acting Chair Hoang called the meeting to order at 1:07 p.m. at which time quorum was established.

II. Review and Approval of September 19, 2018 Meeting Minutes

Member Keane made a motion to approve the September 19, 2018 meeting minutes, which was seconded by Member Yong. A vote was taken and the motion passed unanimously.

III. Public Testimony on Agenda Items

None.

IV. Annual Summary Report to the Legislature (Draft)

Hoang summarized the draft report noting that there were logistical issues with completing the online Sharepoint questionnaire. In the future, ETS will standardize the pdf, which seems easier to maintain. Agencies which don't have major changes to their report, would simply update the date of their submittal. The total number of reports received increased from previous years.

Hoang stated that there were discussions in the past on how to reduce the amount of personal information collected within each of the jurisdictions. As the amount of personal information collected increases, so do the risks. He asked if this could be a priority item for the next calendar year, i.e., to develop a joint effort of identifying where those records are and make strong efforts to reduce the overall collection of personal information.

Discussion ensued. Member Designee Ito reported that the University of Hawaii has put in its best practices not to retain sensitive personal information wherever possible. She noted that it is very difficult to do due to various units requiring it for business operations. Part of the best practices strongly encourages staff to delete any unneeded repository of sensitive information. Member Keane asked if there is any thought on aligning that effort with the data governance to a larger data governance. Hoang stated that ETS is making an effort in asking those types of questions during the Governance cycle. As ETS makes stronger progress with the ETS statewide policies, there will be a control statement explicitly having a goal of reducing that data. Following through on it will be the challenge. Member Designee Ito stated that as part of the UH data governance program, they have data classification categories and different technical requirements around those category lines so sensitive information must be encrypted.

Mr. Monahan suggested that the various jurisdictions communicate when they make individual progress rather than have an IPSC-led initiative with the risk of it failing. The IPSC can strongly recommend that the agencies move toward those models with the goal of reducing risk.

Member Yong stated that they have implemented and tested a new disaster recovery system and wondered if it should be reflected in the report. Hoang deferred the finalization of the report until the next meeting.

Member Designee Tungol entered the meeting at 1:15 p.m.

V. Enterprise Technology Services Statewide Security Policies and Standards

Hoang reported that the policies are in draft. The intent is to have some lean policy statements overarching information security with a control-based approach within the standards to be very prescriptive in how to do the implementation. He intends to share it with a broader audience within ETS in the future. Initial concerns are having controls that are unenforceable so want to define the minimum baselines for all of the departments. They are currently looking at three classifications so the control level would be dependent on the classification level.

VI. Good of the Order

a. Announcements

Hoang reported that the memo regarding data sanitization and the draft of the data sanitization guidelines will be discussed at the next meeting as they were not listed on the agenda. These topics will be on the next IPSC meeting agenda with the Annual Summary Report to finalize and approve.

b. Next meeting: December 19, 2018, 1:00 p.m.

VII. Adjournment

At 1:25 p.m., Member Yong made a motion to adjourn, which was seconded by Member Designee Tong. A vote was taken and the motion passed unanimously.

Recorded by: S. Bannister
Susan Bannister, ETS

Approved on: 2/20/19