



Information Privacy and Security Council (IPSC)
Meeting Minutes
September 19, 2018

Videoconference Centers (VCC)

Kalanimoku Bldg., 1151 Punchbowl St., Rm. 410, 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
Jonathan Chee	Department of Education
David Keane	Department of Human Resources Development
Lim Yong	Department of Human Services
Kevin Thornton	Judiciary
Jules Ung	County of Hawaii
Nyree Norman	County of Kauai
Karen Sherman	County of Maui

Members Absent

Stephen Levins	Department of Commerce and Consumer Affairs
Gino Merez	Department of Health
Garret Yoshimi	University of Hawaii
Carol Taniguchi	Legislature
Mark Wong	City & County of Honolulu

Other Attendees

Valri Kunimoto	Deputy Attorney General
Susan Bannister	ETS
Ronald Hemenway	Hawaii Health Systems Corporation

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 August 15, 2018 Meeting Minutes

Member Keane made a motion to approve the August 15, 2018 meeting minutes, which was seconded by Member Chee. A vote was taken and the motion passed unanimously.

III. Public Testimony on Agenda Items

None.

IV. Personal Information (PI) System Annual Reports

Hoang reported that ETS sent a memo to departments and agencies reminding them of the September 30, 2018 deadline. Late filings will be accepted if there are changes. If no changes are required then the previous report can remain. He recommended that agencies work from their previous year's pdf form. Member Thornton asked if there is a specific field to show that the document was reviewed. Hoang will check into that.

V. Information Privacy and Security Council Guidance on NIST 800-88

The formal guidance relating to found electronic devices will align with ETS policies and scheduled for release next month. Memo will be sent to state and county departments, especially the Department of Transportation and county law enforcement agencies. The guidance will include what to do with the found devices.

VI. Good of the Order

a. Announcements

Member Yong announced that they have a new Information Security and Privacy Officer who will be invited to attend the IPSC meetings.

b. Next meeting: October 17, 2018, 1:00 p.m.

VII. Adjournment

At 1:16 p.m., Member Thornton made a motion to adjourn, which was seconded by Member Sherman. A vote was taken the motion passed unanimously.

Recorded by: *Susan Bannister*
Susan Bannister, Office of Enterprise Technology Services

Approved on: 12/10/18