



Information Privacy and Security Council (IPSC)
Meeting Minutes
April 11, 2019

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 (DCCA)
Jonathan Chee	Department of Education (DOE)
Gino Merez	Department of Health (DOH)
David Keane	Department of Human Resources Development (DHRD)
Lim Yong	Department of Human Services (DHS)
Kevin Thornton	Judiciary
Jodi Ito (Designee)	University of Hawaii (UH)
Jules Ung	County of Hawaii (via VCC)
Nyree Norman	County of Kauai (via VCC)

Members Absent

Carol Taniguchi	Legislature
Mark Wong	City & County of Honolulu
Karen Sherman	County of Maui

Other Attendees

Kandis McIntosh	DOH-HIPAA
William Monahan	DHS
Valri Kunimoto	Department of the Attorney General (ATG)
Susan Bannister	ETS

I. Call to Order

Acting Chair Hoang called the meeting to order at 1:44 p.m. at which time quorum was established.

II. Review and Approval of the February 20, 2019 Meeting Minutes

Member Keane made a motion to approve the February 20, 2019 meeting minutes, which was seconded by Member Designee Tong. A vote was taken and the motion passed unanimously.

III. Public Testimony on Agenda Items

None.

IV. Geographic Information System Data and Title Records

At the last IPSC meeting, members discussed the potential problem of having personal information available on public record documents and if the IPSC should consider having a risk assessment policy. Member Ung stated that the Counties of Maui and Hawaii have chosen EnerGov for their building permits system. She noted that Member Sherman had concerns about this issue and how they currently don't have a solution to deal with it. Ung mentioned that the information that are readily available on these records are not considered personal information. She and Sherman will create a local-level policy regarding how their GIS analyst should manage departmental data. William Monahan, DHS, will send Hoang a copy of the DHS' risk assessment. Members asked if a risk assessment template or guidelines are available that agencies can follow. Hoang stated that ETS will take the lead and work with agencies who have a risk assessment template.

V. Privacy Impact Assessment

Hoang would like the IPSC to review the Privacy Impact Assessment (PIA) form that government agencies complete and submit to the IPSC each year. He suggested forming a Permitted Interaction Group (PIG) to examine the current form then make recommendations for revisions at the IPSC June meeting. Member Thornton stated departments were asked to develop plans years ago to which Member Keane mentioned was around 2008. Departments developed plans but there was no follow up. Hoang added that the PIG could also examine the type of records that have PII and follow up with Departments as to what their plans are for mitigation. The goal is to reduce and protect PII. Members were asked to look for their department's plans and send a copy to Hoang. Susan Bannister will email the plans to the committee via blind copy.

Hoang asked for a motion to form a PIG to review the PIA form to better address identification, plan on how to reduce or protect personal information and revise the PIA form in time for the next PIA assessment and report. Member Lim so moved, which was seconded by Member Thornton. A vote was taken and the motion passed unanimously. Members of the PIG are Hoang, Keane, and Thornton.

VI. Good of the Order

a. Announcements

Hoang made a few announcements on behalf of ETS. Windows 7's end of life is January 2020, which Microsoft will no longer support. ETS is working with agencies who are using Windows 7 on an appropriate plan to migrate off of it.

CIS controls version 7.1 was published last week. ETS will work on integrating it with the Executive Branch. Lastly, ETS is just about done enabling multifactor authentication (MFA) for email.

b. Next meeting

The May meeting is cancelled. The next meeting is on June 19, 2019, 1:00 p.m.

VII. Adjournment

At 2:11 p.m., Member Designee Tong made a motion to adjourn, which was seconded by Member Designee Ito. A vote was taken and the motion passed unanimously.

Recorded by: Susan Bannister 6/21/19
Susan Bannister, ETS