



**Information Privacy and Security Council (IPSC)
Meeting Minutes - DRAFT
November 18, 2020**

Videoconference meeting via Webex

Members Present

Vince Hoang, Chair	Office of Enterprise Technology Services (ETS)
David Shak	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)
Louis "Jack" Giardina	Department of Human Services (DHS)
Kevin Thornton	Judiciary
Jodi Ito	University of Hawai'i (UH)
Jules Ung	County of Hawai'i
Nyree Norman	County of Kaua'i

Members Excused

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

Other Attendees

Candace Park	Department of the Attorney General (ATG)
Landon Wong	Hawai'i Public Policy
Sal Nicosia	ETS
Janey Yamashita	ETS

I. Call to Order

Quorum was established and Chair Hoang called the meeting to order at 1:01 p.m.

II. Review and Approval of the September 16, 2020 Meeting Minutes

Chair Hoang called for a motion to approve the minutes. Member Ung made a motion to approve the meeting minutes, which was seconded by Member Giardina. A vote was taken, and the motion passed unanimously.

III. Public Testimony on Agenda Items

None.

IV. Draft of Annual Summary Report to the Legislature; Discussion and Appropriate Action

Chair Hoang reviewed the draft IPSC Annual Summary Report with the council and asked if there were any comments or questions. There were no comments, and Chair Hoang made a motion to approve the report for submission, which was seconded by Member Thornton. A vote was taken, and the motion carried unanimously.

V. Annual Personal Information System Report; Discussion and Appropriate Action

- Proposed Revision to Privacy Impact Assessment (PIA) Form

Chair Hoang gave a summary on a first draft revision to the PIA form. The main changes were a reduction in duplicative language and reformatting the questions from free form to categorized check boxes. He also recommended defining the *high*, *moderate*, and *low* responses in section E. *Business Impact Analysis* to provide context.

- Member Giardina commented that the revised form would facilitate better interaction with stakeholders. The biggest challenge had been sending the long and daunting form to non-technical staff, which often resulted in incorrectly completed forms or no response at all due to the length of the form.
- Member Norman agreed the nine-page form has been too much for respondents and thought check boxes are a good idea. Next year will likely be a better reporting year.
- Chair Hoang was grateful for the input, and said the goal was to recognize where we are and identify where we need to go.
- Member Ito agreed the revised form would be easier to complete, and suggested providing an example answer to section B. *Data Access*, question 2. “Are role-based access controls implemented to restrict access, modification, or misuse of the data stored in the system? If yes, please describe.” Some of the users may not understand the question. She also asked how the University of Hawaii (UH) should do the roll up. Chair Hoang recommended continuing to gather information using existing processes, and rolling up into this form, providing a macro level view of overall responses rather than details.
- Member Ito also noted that under section C. *Data Retention*, some repositories fall under different retention schedules and asked how to report. Chair Hoang thought checking all applicable boxes would best suit the intent of the question. Chair Hoang asked if the IPSC members had any suggestions. Member Ito suggested adding a yes/no question first, “do you have role-based access controls for the system?”

Chair Hoang asked members to review the revised form further, and the IPSC can have another discussion prior to preparing a finalized draft for next summer’s distribution.

VI. Good of the Order

a. Announcements

- Cyber Hawaii’s final meeting of 2020 will be November 19th at 2:00 p.m.
- ETS will host a Hawaii Digital Government Summit December 8 and 9, 2020.

b. Next meeting:

- Chair Hoang asked if the next meeting should be held in January or February 2021. Member Ito asked if there were any upcoming bills that need to be discussed prior to the start of the 2021 legislative session. Chair Hoang was not aware of any pending bills, and suggested waiting to schedule the next meeting. If a bill does come up, then a January meeting can be scheduled.

VII. Adjournment

Chair Hoang made a motion to adjourn the meeting, which Member Ito seconded. A vote was taken, and the motion carried unanimously. The meeting adjourned at 1:32 p.m.