



**Information Privacy and Security Council (IPSC)
Meeting Minutes - DRAFT
November 17, 2021**

Videoconference meeting via Zoom:

Members Present

Vince Hoang, Chair Designee	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)
Jodi Ito	University of Hawai'i (UH)
Kevin Thornton	Judiciary
Stephen Courtney	City and County of Honolulu
Scott Uehara	County of Hawai'i

Members Absent

Carol Taniguchi	Legislature
Karen Sherman	County of Maui
Kelly Agena	County of Kauai

Other Attendees

Candace Park	Department of the Attorney General
Matthew Iaukea	County of Hawai'i
Janey Yamashita	ETS
Kiyo Noguchi	Member of the Public

I. Call to Order

Quorum was established and Chair Hoang called the meeting to order at 3:05 p.m.

II. Review and Approval of the October 20, 2021 Meeting Minutes

Deferred. Meeting minutes were not completed in time for approval at today's meeting.

III. Public Testimony on Agenda Items

None.

IV. Finalized Report of Annual Personal Information System Privacy Impact Assessment Submissions; Discussion and Appropriate Action

Chair Hoang shared the annual report with the IPSC for review and noted the key differences from previous years reports. The number of reports is now aggregated per jurisdiction, and estimated counts of the type of data and the quantity of data are provided. Chair Hoang noted the goal was to gather data more intelligently to add

greater value, and he asked if council members had any comments or concerns. No comments or concerns were offered by the council.

Chair Hoang asked what the IPSC liked about the report and what needs improvement.

- Member Ito commented the annual survey is a useful process for the units, as a way to take account of what they have; however, from the university's perspective, the language may need to be modified to be more suitable to an academic environment. Some of the business units struggled with the interpretation of the survey questions.
- Member Laukea commented the way the data is conveyed is effective and had no negative feedback.
- Chair Hoang noted the final report will be submitted to the legislature and posted to the IPSC website. He asked if further review were needed to finalize the format.
- Member Ito noted the university does small cell size suppression and did not know if that would apply in this case. Chair Hoang noted the numbers are based per report and counting data elements but not capturing the actual value of the datum.
- Chair Hoang feels the priority should go toward how much data is collected, especially how much data is deemed sensitive, and whether or not it's regulated, to put necessary controls to protect them.
- Member Uehara commented that the process went well, and they received good results, without too many questions.
- Member Shak suggested balancing the data protection survey by adding a field to indicate if data is not protected in addition to a field indicating the data is protected. He agreed some respondents were unsure how to interpret the survey questions.
- Member Courtney commented that he is new to this data collection process and had no critique. He noted his role was mainly to remind units to submit the data.
- Member Thornton commented that the process went smoothly for the Judiciary.
- Member Chee thought the process was straightforward.

In summary, Chair Hoang said they will work on improving the language for clarity in next year's survey and asked the committee if there were any comments or further review needed for the report. Hearing no comments, Chair Hoang made a motion to approve the content of the 2021 annual report to be incorporated into the final format for submission to the legislature. Member Giardina seconded the motion. A vote was taken, and finding no opposition, the motion was approved unanimously.

At this point, the chair requested to add an agenda item to move into executive session, pursuant to HRS §92-5(a)(6), to consider sensitive matters related to public safety or security, and 92-5(a)(8), to deliberate or make a decision upon a matter that requires the consideration of information that must be kept confidential pursuant to a State or Federal law, or a court order. Because there was an issue with breakout rooms disabled in Zoom, the one member of the public in attendance voluntarily offered to leave the meeting for the executive session to take place.

In accordance with the sunshine law, after establishing that greater than the required two-thirds membership of which the board is entitled was in attendance to approve the addition of the agenda item and that the agenda item would not impact a significant number of people, Chair Hoang made a motion to add the executive session agenda item, which was seconded by Member Ito. A vote was taken, and the motion passed unanimously.

Chair Hoang moved to enter into executive session, and Member Ito seconded the motion, which was unanimously passed. The IPSC entered into executive session at 3:36 p.m. to discuss matters related to internal processes for handling PII.

Chair Hoang moved to exit executive session, and Member Uehara seconded the motion. The IPSC exited executive session at 3:51 p.m.,

V. 2022 IPSC Meetings; Discussion and Appropriate Action

Chair Hoang proposed expanding meeting topics for calendar year 2022 to include discussions on what members are doing within their own programs on security or privacy, data metrics, or anything to provide and promote cooperation and sharing between members. Members in general had no objections to this proposal.

Chair Hoang mentioned that he prefers earlier meeting times; however, the meetings will continue at this later time due to the added cyber disruption response planning meetings he attends that conflict with previous IPSC meeting times.

VI. Good of the Order

- Announcements - None
- IPSC will be in recess for the month of December 2021.

VII. Adjournment

Chair Hoang made a motion to adjourn the meeting, which was seconded by Member Ito. A vote was taken, and the motion carried unanimously. The meeting adjourned at 4:00 p.m.