



Information Privacy and Security Council (IPSC)
Meeting Minutes - DRAFT
July 20, 2022

Videoconference meeting via interactive conferencing technology:

Members Present

Vince Hoang, CISO, Chair Designee	Office of Enterprise Technology Services (ETS)
Kelly Agena	County of Kauai
Jonathan Chee	Department of Education (DOE)
Stephen Courtney	City and County of Honolulu
Jodi Ito	University of Hawai'i (UH)
Courtney Kinder	Department of Health (DOH)
David Shak	Department of Commerce and Consumer Affairs (DCCA)
Scott Uehara	County of Hawai'i

Members Absent

Louis "Jack" Giardina	Department of Human Services (DHS)
David Keane	Department of Human Resources Development (DHRD)
Karen Sherman or Vince Hu	County of Maui
Carol Taniguchi or Brian Takeshita	Legislature
Kevin Thornton	Judiciary

Other Attendees

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 1:05 p.m.

II. Review and Approval of the June 15, 2022 Meeting Minutes

Chair Hoang called for a motion to approve the minutes. Member Ito moved to approve, and Member Chee seconded. The motion carried unanimously.

III. Annual Personal Information System Report

Chair Hoang noted the IPSC statute (HRS §487N-7) requiring agencies that maintain one or more personal information systems to report annually to the IPSC on the existence and character of the system. The IPSC agreed on no changes to the form from last year; however, this year the agencies are asked to organize and collect forms from individual programs for an aggregated submission. The intent is to improve adoption of getting the forms and also drive more visibility as to the types of records that exist.

Member Courtney asked for recommendations on data collection methods. Chair Hoang gave an example that the state executive branches filter the responses via departmental administrative service offices (ASO). The City and County of Honolulu could also consider collecting that way, or the city's Department of Information Technology (DIT) could do the aggregation, since they are not federated like the state IT offices are. Chair Hoang noted the state departments receive better response rates by filtering via ASOs.

Third party collections of credit card information was also mentioned. The value is in identifying and awareness of where the sensitive information is located. Chair Hoang noted the importance of collecting this information serves as a foundation for good governance and cyber security, for better asset management. If we know where the data is, we can better manage it effectively.

Chair Hoang asked Member Ito's perspective on payment card industry (PCI) governance. She noted they work with the UH treasury office, who tracks the number of transactions, and aggregated numbers are included in the annual report.

Chair Hoang also reminded the IPSC not to flatten the files, to enable data pulls from the pdf forms.

Chair Hoang asked Member Chee for feedback. Member Chee noted the pdf form is much easier to process.

Member Courtney asked for last year's report, and Chair Hoang said ETS will provide that.

IV. Good of the Order

- Announcements: None
- Next scheduled meeting: August 17, 2022

V. Adjournment

Chair Hoang moved to adjourn the meeting, which was seconded by Member Courtney. With no objections, the meeting adjourned at 1:24 p.m.