



Information Privacy and Security Council (IPSC)  
Meeting Minutes  
August 16, 2023

Meeting was held via Microsoft Teams (videoconference interactive conferencing technology).  
Physical location: 1151 Punchbowl Street, Room 410, Honolulu, Hawai'i.

Members Present via Teams

Vincent Hoang, CISO, Chair Designee	Office of Enterprise Technology Services (ETS)
David Shak	Department of Commerce and Consumer Affairs
Jonathan Chee	Department of Education
Courtney Kinder	Department of Health
David Keane	Department of Human Resources Development
Mark Choi	Department of Human Services
Mai Nguyen Van	Judiciary
Jodi Ito	University of Hawai'i
Stephen Courtney	City & County of Honolulu
Kelly Agena	County of Kaua'i

Members Excused

Carol Taniguchi	Legislature
Vacant	County of Hawai'i
Karen Sherman	County of Maui

Other Attendees

Candace Park	Department of the Attorney General
James Gonser	ETS
Susan Bannister	ETS

I. Call to Order

With quorum established, Chair Hoang called the meeting to order at 1:02 p.m.

II. Review and Approval of the May 17, 2023, Meeting Minutes

Member Courtney made a motion to approve the minutes as presented, which was seconded by Member Ito. A vote was taken and passed unanimously.

III. Public Testimony

None.

IV. Annual Personal Information System Report, Review and Update the Privacy Impact (PI) Assessment Form

Chair Hoang presented the existing PI Assessment Form and reviewed the changes that will be made.

- Part 1: no changes.
- Part 2: Change number of records being collected, change values of records stored.
- Part 3: Unnecessary. Remove in its entirety.

Member Choi asked if the updated form is for this year's submittal. Chair Hoang acknowledged yes. The form will be on the IPSC website with the memo from the Chief Information Officer. The new form will be in the same format but include information that was not requested in the past.

V. Information Technology Security Controls

Chair Hoang made a motion to enter executive session pursuant to Hawai'i Revised Statutes (HRS) section 92-5(a)(6), to consider sensitive matters related to public safety or security, which was seconded by Member Ito. At 1:10 p.m. the committee went into executive session.

The committee returned to the public meeting at 1:49 p.m.

VI. Good of the Order

Next meeting on September 20, 2023.

VII. Adjournment

With no other announcements the meeting adjourned at 1:53 p.m.