



Information Privacy and Security Council (IPSC)
Meeting Minutes - DRAFT
August 21, 2024

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)
Edward Tamura	Department of Human Resources Development
Jonathan Chee	Department of Education
Courtney Kinder	Department of Health
Mai Nguyen Van	Judiciary
Jodi Ito	University of Hawai'i
Stephen Courtney	City & County of Honolulu
Robert Ewbank	County of Hawai'i
Kelly Agena	County of Kaua'i

Members Excused

David Shak	Department of Commerce and Consumer Affairs
Mark Choi	Department of Human Services
Carol Taniguchi	Legislature
Karen Sherman	County of Maui

Other Attendees

Candace Park	Department of the Attorney General
Susan Bannister	ETS
Hanna Lesiak	

I. Call to Order

Chair Hoang called the meeting to order at 1:33 p.m. Roll call was taken and quorum established.

II. Review and Approval of the April 17, 2024, Meeting Minutes

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

III. Public Testimony

None.

IV. Committee Membership

Chair Hoang asked members to review their agency's membership listed on the Information Privacy & Security Council website, <https://ipsc.hawaii.gov/council-membership/>. If corrections need to be made, they can send an email to Chair Hoang.

V. Annual Privacy Impact Assessment (PIA) Process

The Privacy Impact Assessment form was modified in 2023. The intent was to begin inventorying and collecting information on the proposed data fields and to better assess the impacts to local government on the ability to manage information. Added more clarity to the form and addressed typographical errors. In July 2024, a memo was sent to state and county directors regarding the submission of PI System Annual Reports. Each agency is responsible for their internal inventory and provide the summary during the collection period. The information will be incorporated in the Annual Report to the Legislature. To clarify, the form asked about information that is presently in statute as well as additional data elements stated in legislative bills that were introduced the last four years.

VI. Good of the Order

Announcements:

- Christine Sakuda, Chief Information Officer, began on August 5, 2024.
- Rebecca Cai, Chief Data Officer, joined ETS in October 2023. She is responsible for data statewide and leading the Hawaii Data Task Force. There will be some overlap with IPSC activities.
- The Hawaii Digital Government Summit is on September 17, 2024. <https://events.govtech.com/Hawaii-Digital-Government-Summit>
- October is National Cyber Security Awareness month.
- Possibility of having round table discussions on security or privacy efforts within members' agency. This would be held during open public meetings. A closed meeting may be held if it meets one of the purposes in the Sunshine Law.

Next scheduled meeting: September 18, 2024

VII. Adjournment

With no other announcements the meeting adjourned at 1:47 p.m.