

Michigan Information Privacy Protection Council

Tuesday, January 12, 2010
Meeting Minutes and Action Items

Agenda items were addressed as follows:

Welcome and Introductions: This being our inaugural meeting, Mr. Liedel, as Chair and Chief Privacy Officer, opened the meeting by welcoming council members and thanking them for being a part of this very important initiative. It is time to get in front of information privacy issues and follow best practices to protect citizen data. Introduction of council members was made around the table.

Executive Order 2009-18: A high-level review of the order was conducted, focusing on the creation and purpose of the council as an advisory body to the Governor on matters relating to the coordination of information privacy protection measures across all executive agencies. The council will focus on issues related to compliance with state and federal privacy laws and the development and recommendation of privacy policies and procedures to be implemented to meet those requirements.

Council Business: The council will operate on a majority rule and meet at least quarterly. The Chair may also call additional meetings as needed. Council membership is comprised of Information Privacy Protection Officers (IPPO) as designated by each agency's Director, the Chief Privacy Officer (CPO) as designated by the Governor, and the Chief Information Security Officer (CISO) as identified in the Michigan Department of Information Technology. The CPO shall serve as the Council Chairperson. The Council is to elect a Vice Chairperson and Secretary.

There was a motion by Hess, supported by Hank, that the CISO serve as Vice Chair. All voted in favor. Trent Carpenter, CISO, shall serve as Vice Chair.

It was suggested that the Secretary be selected from an agency with the greatest involvement in privacy issues. This will be taken up at our next meeting. Any council members wishing to fill this role are to notify the Vice Chair.

The development of a council charter and code of conduct was discussed. A motion was made by Towne, supported by Hess, that MDIT staff draft a council charter and operating procedure for discussion prior to the next meeting. All voted in favor.

ACTION: MDIT staff will prepare a draft council charter document and operating procedure. These will be distributed for review prior to the next meeting.

