

Michigan Information Privacy Protection Council

Tuesday, May 18, 2010

Meeting Minutes

The meeting was called to order at 1:15 p.m. by the Chair.

Roll Call:

Members in attendance –

Mr. Burgess	Education
Mr. Carpenter	DTMB
Ms. Duquette	Budget
Mr. Gnodtke	Civil Service
Mr. Hank	MDOT
Mr. Hess	DMVA
Mr. Hoffman	DNRE
Mr. Levingston	DHS
Mr. Liedel	Executive
Mr. Pelot	Civil Rights
Mr. Rick	DCH
Ms. Shattuck	Treasury
Ms. Smith	DTMB
Mr. Stapleton	DOC
Mr. Stier	State
Mr. Swisher	State Employer
Ms. Towne	DELEG
Mr. Zarotney	MSP

Members unable to attend –

Mr. Deacon	Agriculture
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Guests in attendance –

Mr. Staelgraeve	Agriculture (for Mr. Deacon)
Mr. Keck	Attorney General

Agenda items were addressed as follows –

Approval of Previous Meeting Minutes: The meeting notes of March 23, 2010 were reviewed. The Council requested that paragraph two be corrected to reflect which members made and supported the motion. Following a motion by Mr. Hess, supported by Ms. Shattuck, the minutes were approved as corrected.

Old Business:

1. Council Operating Principles – Following review of the May 17, 2010 draft of the principles, it was determined that paragraph F requires

further clarification. Clarification is also needed regarding membership as identified in the Executive Order. Mr. Keck will review and provide feedback prior to the Council's next meeting.

2. Privacy Principles - With the addition of a paragraph regarding implementation by agencies, a motion was made by Ms. Towne and supported by Mr. Hess to recommend Executive adoption of the "Generally Accepted Privacy Principles" as presented. The motion passed unanimously. Mr. Keck will review for any changes needed prior to final recommendation to the Executive Office.
3. Privacy Laws & Regulations Summary – A summary of information gathered thus far was reviewed. It was decided that a workgroup be formed to finalize and refine the listing. This summary is intended to serve a resource for agencies and the Council to catalog applicable privacy laws and regulations, and to assist in the development of consistent compliance monitoring process. As a web resource, this tool will be helpful to both the agencies and the public to quickly identify requirements for all parties.

The workgroup, led by Mr. Rick of DCH, will develop a suggested framework and consolidation of data received. Other group members are Ms. Duquette of SBO, Mr. Gnodtke of Civil Service, and Mr. Levingston of DHS. Mr. Keck will serve as a consultant as needed, and will review the final product for accuracy.

Key elements of regulations document:

- a. Identify by agency (following Council structure).
- b. Updates to be entered by IPPOs (priority).
- c. Include a not-all-inclusive statement.
- d. Identify lead agency for some, i.e. PCI (Treasury).
- e. Allow for suggestions from public on website.

Following a motion by Ms. Towne, seconded by Mr. Hess, the Council unanimously approved the formation and purpose of this Regulations Workgroup.

New Business:

4. Legislative Update – Mr. Carpenter reported on behalf of Mr. Newman that there has been no movement on legislation as reported at the Council's meeting of March 23, 2010.
5. OAG Performance Audit of Data Privacy – Mr. Carpenter reported that publication of this audit report is expected mid-June. He will distribute the report to Council members when published.

