

**Committee Chair**

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**Committee Members**

David Baker

Daniel Beerck

Amanda Bill

Bruce Burton

Jane Combs

Ed Dadosky

Jesse Fatherree

Gary Grafe

Brett Harnett

Cindy Lusby

M.B. Reilly

Angela Sklenka

Mark Stockman

Mel Sweet

Eira Tansey

Matt Williams

Tara Wood

**Undergraduate and  
Graduate Students**

Bala Ramachandran (G)

**Information Security & Compliance Committee  
Meeting Minutes  
University Hall, Room 420B  
June 16th, 2016**

**Present:** Matt Williams, Cindy Lusby, Jane Combs, Lorre Ratley, Brett Harnett, David Baker, Jesse Fatherree, Alla Lobkis, Eira Tansey, Mel Sweet, Tara Wood, Tina Bosworth

**Guests:** Neil Holsing

**Apologies:** Angela Sklenka, Bruce Burton, Daniel Beerck, Amanda Bill, Ed Dadosky, Gary Grafe, M.B. Reilly, Mark Stockman

**New Business**

- **Review of May Meeting Minutes**
  - Jane Combs moved to accept the minutes with no changes; Mel Sweet seconded the motion. The committee voted unanimously to accept the minutes.
- **College of Medicine Policy Update** - Neil Holsing (see attached presentation)
- **General Records Retention Schedule** – Eira Tansey (see attached presentation)
- **Policy Updates**
  - HIPAA Policy
    - Combining the two HIPAA policies discussed in the May meeting has proved to be challenging. Matt Williams and Lorre Ratley are working with CoM to streamline and shorten the new policy.
    - Hoxworth and some other CoM entities will adhere to the basic HIPAA policy but operating procedures may make accompanying documents different.
  - Data Protection Policy

- OIS reviewed the most current version from 2008, minor revisions were made. Basic policy is fine but next step is to revise supporting documents.
  - Policy has 70 pages and includes 7 addenda.
  - Export Control data is classified as restricted but needs to be classed higher.
  - OIS proposes adding a fourth classification for Export Controls, which would include PII, FISMA, etc.
  - CoM will work with OIS to update a draft chart/checklist with easy definitions that can function as a guideline to update the Data Protection policy.
  - Jane Combs will share Data Protection policy guideline with R&D committee when update is complete.
- Other Items
    - August 1, 2016 is the go-live date to deploy Code Green. OIS will provide an update in the July meeting.

## **Adjourn**

- The committee adjourned at 11:28 AM.

[SharePoint Site for shared documents](#)