



## General Confidentiality Notice

j:\ohr\docs\forms\uh92instr.ppt



## Personally Identifiable Info (PII)

- Social Security Number, Home Address, etc.
- Job Applicant Records
- Admission and Academic records
- Credit Card or credit-related information
- UH username and passwords
- Health information
- Bank Account Information



## Protection

- Improper disclosure of PII data protected by:
  - Hawaii Revised Statutes (HRS 92F, etc.)
  - Federal Law (FERPA, HIPAA, etc.)
  - UH Executive Policy E2.210 – Use and Management of Information Technology Resources



## New Consolidated Form

- Each application currently has own separate non-disclosure form
  - FMIS, Banner, ITS, Human Resources
- One form agreed by all 4 applications



## Who Should Sign?

- Employee's primary duties & responsibilities of position handle PII data
- Others who handle PII data on a lesser degree (students, contractors, etc.)
- Note on form that employee was notified but chose not to sign notice
- Disciplinary action still taken in accordance with State/Federal laws, Executive Policy 2.210, CBA



## Process

- Current non-disclosure forms still valid
- New employee signs notice at dept
- Transferred employee signs new form at new department
- Notice is kept at dept in separate folder
- Stored outside of employee folder
- Task added to New Hire Checklist