Edit TEST PERSONAL INFORMATION SYSTEM SURVEY - INFORMATION TECHNOLOGY SERVICES

University of Hawaii System

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Personal Information System Background

The Background Section is used to gain an understanding of the size and scope of the Personal Information System. Use of the Personal Information Systems should be re-evaluated frequently to ensure that only required personal information is retained and only for the duration required.

1. Where is the PI system *located*? If the PI system is electronic, list location of the server. If the PI system is paper-based, list the location of the files. If both, list the locations of both. (Answer is required)

2. What is the nature and *purpose* of the PI system? (Answer is required)

3. What is the approximate *number* of all individuals on whom PI is maintained? (Answer is required)

4. If the PI system is electronic, please provide the IP address of the server.

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Characteristics of Sensitive Information in Personal Information System

The Characteristics section of the survey is used to gain an understanding of why the Personal Information System was established and continues to be maintained. If the system is no longer required, information should be destroyed in accordance with UH Executive Policy E2.214: Security and Protection of Sensitive Information (http://www.hawaii.edu/apis/ep/e2/e2214.pdf).

5. Are there any legal requirements for establishing the PI system? If yes, what are they?

6. Please check all categories of PI stored in *computer*-accessible (electronic) records.

☐ Social Security Number
☐ Driver's license or Hawaii ID number
☐ Financial Account Information such as credit/debit card numbers or bank account numbers

7. Please check all categories of PI maintained *manually* (paper-based).

☐ Social Security Number
☐ Driver's license or Hawaii ID number
☐ Financial Account Information such as credit/debit card numbers or bank account numbers

8. If State or Federal law (or any other regulations) require any part of the PI system to be confidential, describe the confidentiality requirement and identify the State or Federal law (or regulations).

9. If the PI system is maintained on an unrestricted basis (system is not deemed confidential by statute, rule or contractual obligation), describe the confidential requirements related to the system.

10. Provide detailed justification of the need by your agency for statutory or regulatory authority to maintain the PI system on a confidential basis for any system or part thereof that is required by law or rule. (Stated another way, is there a need for statutory or regulatory authority to maintain the PI system on a confidential basis? If yes, please state the reason.)

11. List all categories of *sources* of PI.

12. What are your Polices and Practices regarding storage of PI?

13. What are your Policies and Practices regarding the retention of PI?

14. What are your Policies and Practices regarding the elimination of PI from the system?

15. Describe how the Personal Information (PI) contained in the PI system is used by the agency or program? (Answer is required)

16. Within UH, who is the PI disclosed to? Please identify the individuals by job classification (e.g. department secretary, Dean/Director, Program manager, faculty, researcher, student assistants). Describe any restrictions on disclosures. If no disclosures are required, state "none". (Answer is required.)

17. Within UH, who has access to the PI system? Please identify the individuals by job classification (e.g. department secretary, Dean/Director, Program manager, faculty, researcher, student assistants). Describe the purpose of their access and any restrictions on disclosure and access for all job classifications listed in your response. If no access is granted, state "none". (Answer is required.)

18. External to UH, who is the PI disclosed to? Please identify the agency (or agencies). Describe any restrictions on disclosures or re-disclosures for each agency listed in your response. If PI is not disclosed, state "none". (Answer is required.)

19. External to UH, what agency (or agencies) have access to the PI system? Please identify the agency (or agencies). Describe the purpose of such access and any restrictions on disclosure and access for all agencies listed in your response. If no access is granted, state "none". (Answer is required.)

20. List all forms that are used by your agency or program to collect PI.

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Personal Information System Custodian

The Custodian is the individual responsible for the information contained in the Personal information system and is also responsible for maintaining the information in the system.

First Name (answer required)

Last Name (answer required)

Business/Work Address (answer required)

Business/Work Phone Number xxx-xxxx (answer required)

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Save

Save & Close   Submit Survey   No Changes