

University of Hawai'i (UH)
General Confidentiality Notice for Non-UH Parties

I understand that to fulfill my duties and responsibilities as a designated UH official or authorized representative, or as an approved recipient of UH data, I may need to access personally identifiable information (PII) which is sensitive and/or confidential in nature. Such information may include, but is not limited to:

- Social Security Number, home and mailing address, home phone number, date of birth/age, ethnicity, etc.
- Admission and academic records
- Job applicant records (names, transcripts, etc.)
- Employment and payroll records
- Credit card or credit-related information
- Bank account information

I understand that confidentiality of PII is protected by Chapter 92F (Uniform Information Practices Act) of the Hawai'i State Revised Statutes, the Federal Privacy Act of 1974, Federal Family Educational Rights and Privacy Act (FERPA), and other applicable state and federal laws and University of Hawai'i policies. I understand the confidential nature of private information regarding students, faculty, staff, and other members of the University of Hawai'i community and understand that it is my responsibility to respect and protect the confidentiality of this information.

I understand that the data entrusted to me will be used only for the purpose of fulfilling the requirements of my assigned task/project or used only within the authorized scope of my research study as approved by the Institutional Review Board. I understand that seeking access to PII beyond the scope of fulfilling my responsibilities as a designated UH official or authorized representative, or beyond the authorized scope of my research study is prohibited.

I further understand that disclosing, using or altering any such information without proper authorization is prohibited. If I have any questions regarding access, use, or disclosure of such information, it is my responsibility to consult with my University of Hawai'i liaison prior to taking any action. Additionally, it is my responsibility to restrict access to the data. This includes keeping my server or personal computer log in information confidential. I understand that it is my responsibility to notify my University of Hawai'i liaison immediately should the UH data under my care be compromised or publically exposed in any way.

I understand that electronic transactions on UH information systems may be automatically logged and that the logs of my actions may be routinely reviewed as part of the University's information security assurance program. I understand that if I store any PII on any personal computer or non-UH server, it is my responsibility to ensure that the computer is secured and managed in accordance with applicable University policies and procedures.

I have read and understand my responsibilities under UH Executive Policy: E2.210 "Use and Management of Information Technology Resources" (<http://www.hawaii.edu/policy/ep2.210>) and E2.214 "Security and Protection of Sensitive Information" (<http://www.hawaii.edu/policy/ep2.214>).

I understand that failure to abide by this notice may result in the retraction of data for my research study, the University requesting my removal from the task/project, or the potential termination of the agreement or contract between my employer and the University of Hawai'i.

Receipt acknowledged:

Signature: _____ Date: _____

Name (print): _____

Company Name: _____