

STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

Office of Strategy, Innovation and Performance

May 1, 2017

Action Required

TO: DOE Employees
State Public Charter School Commission
Public Charter School Directors (All)

Due Date: 09/01/2017

c: Superintendent

FROM: Tammi Chun
Assistant Superintendent

SUBJECT: General Confidentiality Notice

Action is required within 30 calendar days from the beginning of SY 2017-2018.

Protecting the confidentiality of sensitive and personally identifiable information of students and employees is a necessity for the Hawaii Department of Education (HIDOE). Federal and state regulations, such as the Family Rights and Privacy Act (FERPA), Hawaii Administrative Rules Chapter 8-34 and Chapter 487N, and the Federal Privacy Act of 1974, govern the collection, access and use of sensitive and personally identifiable information. To ensure that the Department's employees understand their responsibilities to protect the confidentiality of this information, an acknowledgement of general confidentiality expectations was implemented by the Department.

All employees, and all new employees upon hire, are expected to read the attached documents and sign the Acknowledgement of General Confidentiality Expectations. School Principals, Complex Area Superintendents, Assistant Superintendents, and Directors in the Office of the Superintendent are to secure the signed forms of all employees annually. Staff hired after the date of this memo should complete documentation within 30 days of hire. Principals and Complex Area Superintendents will also require volunteers in schools to sign the Acknowledgement of General Confidentiality Expectations.

Signed forms may be maintained alphabetically by surname in a single secure file at the respective office and should be easily recoverable upon request by the Office of the

Superintendent. If you have any questions regarding this memo or information privacy procedures, please contact Jan Fukada, Director, Data Governance and Analysis Branch, at (808) 784-6044 or via Lotus Notes.

TC:ds

Attachments: 1) Acknowledgment of General Confidentiality Expectations
2) BOE Policy 500.21



Acknowledgement of General Confidentiality Expectations.pdf



BOE Policy 500.21 (2015-05-19).pdf



memo.pdf