

## **Hawaii State Department of Education Acknowledgement of General Confidentiality Expectations**

I understand that to fulfill the duties and responsibilities of my job, I may need to access personally identifiable information (PII) of students 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
- Usernames, passwords, "secret questions and answers" or other ID/password combinations for applications that contain or use personally identifiable information
- Credit card, debit card or credit-related information
- Bank account information
- Driver's license number

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 Hawaii State Department of Education (HIDOE) rules, regulations, policies, and/or procedures.

I understand the confidential nature of private information regarding our students, faculty, staff, and other members of the HIDOE community and understand that it is my responsibility to respect and protect the confidentiality of this information.

I understand that accessing or seeking to gain access to PII, except in the course of fulfilling my job responsibilities, is prohibited. I further understand that disclosing, using and/or altering any such information without proper authorization is also prohibited. If I have any questions regarding access, use, or disclosure of such information, I understand that it is my responsibility to consult with my supervisor prior to taking any action.

I understand that it is my responsibility to keep my own username and password confidential and that I am not to allow others to use my active sessions other than to resolve specific problems. I also understand that using another person's username and password is prohibited, unless given explicit permission to do so to resolve a reported problem. It is my responsibility to keep my username/password combination(s) for all electronic applications confidential and sharing or transferring it to any other person is not allowed. I understand that it is my responsibility to notify my supervisor if my user name and password, PII data, or personal computer access have been compromised.

I understand that electronic transactions on HIDOE's information systems may be automatically logged and that the logs of my actions may be routinely reviewed as part of the HIDOE information security assurance program. I have read and understand my responsibilities under Board of Education Policy 500.21 "Student Information and Confidential Records."

I understand that failure to abide by this notice may result in disciplinary action in accordance with HIDEOE policies and procedures, State and federal laws, and applicable collective bargaining agreement up to and including dismissal. In addition, persons with access to confidential PII information may be subject to criminal penalties for the unauthorized access, use, and/or release of such information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

Title: \_\_\_\_\_