

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

Office of the Superintendent

03/05/2012

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)
Superintendent's Office Directors

c: Deputy Superintendent
Charter School Administrative Office

FROM: Kathryn S. Matayoshi
Superintendent

SUBJECT: Guidelines for Sharing of Personally Identifiable Information Securely: REVISED
3/15/2012 Website address corrected - REVISED 03/15/2012

Revisions made to this memo: Website address corrected

According to the Family Educational Rights and Privacy Act (FERPA), personally identifiable information (PII) is any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates. For additional information about FERPA, please visit <http://ferpa.k12.hi.us>.

Communication between staff and non-employees is important and e-mail is a tool that makes communication quick and easy. However, when e-mail contains PII of students and employees, that convenience needs to be balanced with security. This memo addresses the issue of protecting the PII of students and employees in electronic and other forms of communication. Such information may include, but is not limited to: Social Security Number, date of birth, ethnicity, usernames, and passwords.

E-mail that contains PII needs to be encrypted. E-mail between Lotus Notes (LN) and Gmail users cannot be encrypted; therefore, e-mail should not be used to transmit any PII to external (i.e., non-Lotus Notes) email accounts. In these situations, an alternate method of communication should be used. Scenarios for Communicating Personally Identifiable Information Securely (Attachment A) provides alternate methods for communicating or transmitting PII. Password Protecting Personally Identifiable Information (Attachment B) provides password protection directions. Department Memo References (Attachment C) provides links to Hawaii Department of Education memos on topics related to information privacy and security.

If you have any questions, please contact Daijo Kaneshiro, Lotus Notes Support Section, at (808) 692-7265 or via Lotus Notes.

KSM:CKT:md

Attachments:

Attachment A: Scenarios for Communicating Personally Identifiable Information Securely

Attachment B: Password Protecting Personally Identifiable Information

Attachment C: Department Memo References



Guidelines for Sharing of Personally Identifiable Information Securely.pdf



Attachment_A_Scenarios_for_Communicating_PII[2].docx



Attachment_B_Password_Protect_PII[1].docx



Attachment_C_Department_Memo_References[1].docx