**Department Memos References**

The table below references DOE memos related to confidentiality and employee responsibilities.

Any student and staff information being transmitted outside of the DOE network is subject to the guidelines in the memos posted below.

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| **Memo Date** | **Subject** | **Doc Link** | **URL** (login required) |
| 08/16/2010 | General Confidentiality Notice  | Notes Link | [General Confidentiality Memo](http://lilinote.k12.hi.us/PUBLIC/DOEMEMOS.NSF/eecbc0b67009dc170a2575cf0064fb94/30b96c1cb6e142360a25778100672bca?OpenDocument) |
| 08/16/2010 | Guidelines for Information Security on Desktops, Laptops, Removable Storage and Mobile Communication Devices  | Notes Link | [Guidelines for Information Security on Desktops, Laptops, Removable Storage and Mobile Communication Devices](http://lilinote.k12.hi.us/PUBLIC/DOEMEMOS.NSF/eecbc0b67009dc170a2575cf0064fb94/5d54f36eb24762ae0a25778200683bd5?OpenDocument) |
| 06/23/2010 | Annual Notification of Privacy Rights | Notes Link | [Annual Notification of Privacy Rights](http://lilinote.k12.hi.us/PUBLIC/DOEMEMOS.NSF/eecbc0b67009dc170a2575cf0064fb94/3c3ac3eb026e32ec0a25789c0072e11a) |
| 02/26/2010 | New Family Educational Rights & Privacy Act (FERPA) Website | Notes Link | [New FERPA Website](http://lilinote.k12.hi.us/PUBLIC/DOEMEMOS.NSF/eecbc0b67009dc170a2575cf0064fb94/9223990b5944b57f0a2576d6006deddc?OpenDocument) |
| 11/25/2009 | Use of Free Webhosting Sites | Notes Link | [Use of Free Webhosting Sites](http://lilinote.k12.hi.us/PUBLIC/DOEMEMOS.NSF/eecbc0b67009dc170a2575cf0064fb94/305ddf434d6f013e0a2576790080e3b9?OpenDocument) |
| 12/31/2009 | Privacy and Security of Confidential Student/Employee Data Stored on the Department of Education's Computers | Notes Link | [Privacy and Security of Confidential Student/Employee Data Stored on the Department of Education's Computers](http://lilinote.k12.hi.us/PUBLIC/DOEMEMOS.NSF/eecbc0b67009dc170a2575cf0064fb94/840866de5b4a9aca0a25769d000e2697?OpenDocument) |