

 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i> POLICY	Department: HUMAN RESOURCES	Policy No. HR 0010A
		Supersedes Policy No.
Subject: Protection of Personnel Information Program	Approved By: <i>Donna McCleary</i> HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	Approved Date: January 27, 2022
		Last Reviewed: October 11, 2021

I. PURPOSE:

To prevent identity theft of Hawaii Health Systems Corporation (“HHSC”) applicants and employees including the use, protection, and destruction of Personal Information This policy applies to information collected and maintained in hard copy forms and/or electronic form by authorized HHSC employees.

BACKGROUND:

HHSC, consistent with the law has determined some Personnel Information collected and maintained by the HHSC HR Departments is confidential pursuant to state law. (HHSC acknowledges that some Personnel Information must be disclosed under the State’s Uniform Information Practices Act.) The rise in identity theft nationwide and the enactment of State laws to address identity theft (HRS Chapters 487J, 487N, and 487R) have prompted HHSC to formalize its practices related to the protection of Personnel Information.

II. DEFINITIONS:

“**Disposal**” defined in the law and means the discarding or abandonment of records containing personal information or the sale, donation, discarding, or transfer of any medium, including computer equipment or computer media, containing records of personal information, or other non-paper equipment for non-paper storage of information.

“**Encryption**” defined in the law and means the use of an algorithmic process to transform data into a form in which the data is rendered unreadable or unusable without the use of a confidential process or key.

“**Information Breach**” means an incident of unauthorized access to and acquisition of unencrypted or unredacted records or data containing personnel information where illegal use of the personnel information has occurred, or is reasonably likely to occur and that creates a risk of harm to person. Any incident of unauthorized access to and acquisition of encrypted records or data containing personnel information along with the confidential process or key constitutes a security breach. Good faith acquisition of personnel information by an employee or agent of the business for a legitimate purpose is not a security breach; provided that the personnel information is not used for a purpose other than a lawful purpose of the business and is not subject to further unauthorized disclosure.

“Personal Information” defined in the law and means an individual’s first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:

- a. Social Security Number;
- b. Driver’s Licenses Number or Hawaii identification card number;
- c. Account number, credit or debit card number, access code, or password that would permit access to an individual’s financial account.

“Personnel Information” means all individually identifiable information maintained on an employee for human resources (HR) related purposes and which is under the jurisdiction of the Hawaii Health Systems Corporation—whether or not such information is also considered to be “personal information.” This includes, but is not limited to, an employee’s name, social security number, home address, birthdate, and salary.

“Records” defined in the law and means any material on which written, drawn, spoken, visual, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics.

“Redacted” defined in the law and means the rendering of data so that it is unreadable or is truncated so that no more than the last four digits of the identification number are accessible as part of the data.

“Security Breach” means an incident of unauthorized access to and acquisition of unencrypted or unredacted records or data containing personal information where illegal use of the personal information has occurred, or is reasonably likely to occur and that creates a risk of harm to person. Any incident of unauthorized access to and acquisition of encrypted records or data containing personal information along with the confidential process or key constitutes a security breach. Good faith acquisition of personal information by an employee or agent of the business for a legitimate purpose is not a security breach; provided that the personal information is not used for a purpose other than a lawful purpose of the business and is not subject to further unauthorized disclosure.

Personal Information and Personnel Information may sometimes be referred to collectively as “Confidential Information.”

The definitions above which are defined in the law shall be considered amended whenever the definitions in the law are amended.

III. **POLICY:**

- A. It is the policy of the HHSC to secure applicant and employee Personnel Information from unauthorized disclosure, loss or theft.
- B. The policy does not cover medical information or drug and alcohol testing information, as such information is the subject of other federal and state laws, rules and HHSC policies.

IV. **AUTHORITY:**

- Chapter 487J, Hawaii Revised Statutes (“HRS”) – Personal Information Protection
- Chapter 487N, HRS – Security Breach of Personal Information
- Chapter 487R, HRS – Destruction of Personal Information Records
- Chapter 92F, HRS – Uniform Information Practices Act

V. RELATED PROCEDURE(S):

HR0010B

VI. REFERENCE(S):

None