C: Lim Yong

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GOVERNOR

ROBERT G. F. LEE
MAJOR GENERAL
ADJUTANT GENERAL

GARY M. ISHIKAWA
BRIGADIER GENERAL (HI)
DEPUTY ADJUTANT GENERAL

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

received
SEP 29 2009

September 28, 2009

Mr. Henry Oliva, Deputy Director
Department of Human Resources
P.O. Box 339
Honolulu, Hawaii 96809-0339

RE: Information Privacy and Security Council (IPSC) Report

Dear Mr. Oliva:

The Department of Defense submit this report on the protection of an individual's Personal Information (PI) as required by HRS § 487 N-7.

HRS § 487N-7: "Effective January 1, 2009, any government agency that maintains one or more personal information systems shall submit to the council an annual report on the existence and character of each personal information system added or eliminated since the agency's previous annual report. The annual report shall be submitted no later than September 30 of each year."

The Department reviewed the personal information system(s) maintained by the agency and updated the annual Personal Information (PI) System Report. This letter confirms the completion of the collection of data required by the IPSC.

Sincerely,

GARY M. ISHIKAWA
Brigadier General
Hawaii National Guard
Deputy Adjutant General

Annual Personal Information (PI) System Report
2009

HRS§ 487N-7: "Effective January 1, 2009, any government agency that maintains one or more personal information systems shall submit to the council an annual report on the existence and character of each personal information system added or eliminated since the agency's previous annual report. The annual report shall be submitted no later than September 30 of each year."

"Personal information system" means any manual or automated recordkeeping process that contains personal information and the name, personal number, or other identifying particulars of a data subject.

"Personal information" – 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 name or data elements are not encrypted:

1. Social security number;
2. Driver's license number or Hawaii identification card number; or
3. Account number, credit or debit card number, access code, or password that would permit access to an individual's financial account.

Personal information – does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

Instructions: Please complete Section B. Fill out a separate report for each Personal Information System maintained by your Agency or Program.

Agency or Programs covered by this report:

A. Required information	B. Your Response
1. What is the **name** or descriptive title of the PI system?	Payroll
2. Where is the PI system **located**?	DAGS
3. What is the nature and **purpose** of the PI system?	To insure correct individual is being compensated
4. Cite or describe the statutory or administrative **authority** for establishment of the PI system.	IRS code
5. What is the approximate **number** of all individuals on whom PI is maintained?	369
6. List categories of PI stored in **computer**-accessible records.	None
7. List categories of PI maintained **manually**.	One - payroll
8. List categories of PI maintained in any other way.	None
9. If the PI system or any part thereof is confidential pursuant to statute, rule or contractual obligation, describe the confidential requirement while also identifying the source of the same.	Payroll, W-4, HW-4
10. If the PI system is maintained on an unrestricted basis,	Not applicable - PI system is controlled

A. Required information	B. Your Response
describe the confidential requirements related to the system.	
11. Provide detailed justification of the need by your agency for statutory or regulatory authority to maintain the PI system on a confidential basis for any system or part thereof that is required by law or rule.	For payroll ID purposes
12. List all categories of **sources** of PI.	Individual hired
13. What are your Policies and Practices regarding PI **storage**?	Secured storage
14. What are your Policies and Practices regarding the duration of **retention** of PI?	Destroyed every five years
15. What are your Policies and Practices regarding the **elimination** of PI from the system?	Policy of using last 4 digits are in place and to use EIDN
16. Describe how the PI contained in the PI system is **used** by the agency or program.	Payroll purposes only
17. List agency or program personnel (by job classification) to whom **disclosures** of PI are made. Describe any restrictions on disclosure and redisclosure for all job classifications listed in your response.	Personnel Clerks, Personnel Officer, DAGS, Account Clerk IV
18. List agency or program personnel (by job classification) to whom access to the PI system is granted. Describe the purpose of such access and any restrictions on disclosure, access and redisclosure for all job classifications listed in your response.	DAGS - payroll DHRD - personnel For ID purposes
19. List all other agencies, persons or categories to which disclosures of PI are made. Describe any restrictions on disclosure and redisclosure for all entities listed in your response.	None outside of DHRD & DAGS payroll
20. List all other agencies, persons or categories to which access to the PI system is granted. Describe the purpose of such access and any restrictions on disclosure, access and redisclosure for all entities in your response.	To audit contractors
21. List all **forms** that are used by your agency or program to collect PI.	HW-4 & W-4
22. Provide the name, title, business address, telephone number of person **immediately responsible** for complying with HRS§487N-7.	Thomas T. Moriyasu - Business Management Officer, 3949 Diamond Head Road, Honolulu, HI 96816

Report completed by: Thomas T. Moriyasu	**Position title:** Business Management Officer	**Agency or Program:** Defense	
Date submitted: 9/28/09	**Email:** tmoriyasu@dod.hawaii.gov	**Phone:** 733-4260	**Fax:** 733-4238

Deadline for submission: Sept 25, 2009

Mail to: **Fax to:**
Questions: Call: **at:** **or email:**