



*Office of*  
**Enterprise Technology Services**

# ETS eSign Services

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PERSONAL INFORMATION SYSTEM REPORT COLLECTION SOLUTION  
FOR THE INFORMATION PRIVACY & SECURITY COUNCIL





# Goal & Benefits

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Goal is to provide a secure, easy-to-use electronic process for:

- Verification/Registration of Agency Privacy Designees
- Collection of Annual PI System Reports

Benefits:

- Improved workflow → increased compliance
- No additional charge under ETS enterprise license agreement

# Then and Now with eSign

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How documents are signed by (2) signers today



How documents are signed by (2) *eSigners* today



# What can eSign do?

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Follow the Governor to  
less-paper dependent  
way of doing business



Manage document  
approvers and signers  
all in one place



Expedite and digitize  
current workflows



# eSign Legality

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HRS Chapter 489E-7(d)  
*“If a law requires a signature,  
an electronic signature  
satisfies the law”*



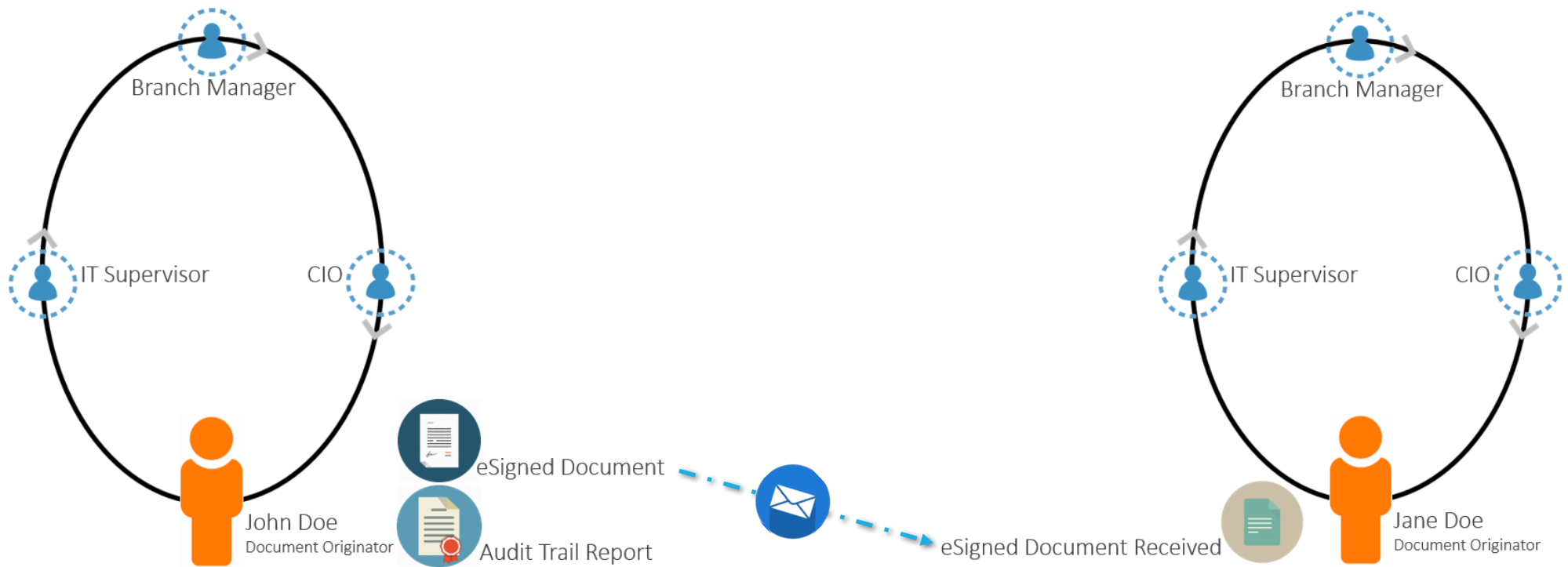
Compliant with Industry  
Security Standards

- ✓ HIPAA
- ✓ IRS 1075
- ✓ SSAE 16 Type II Service  
SOC 2



AES 256-bit Encryption  
Protection for Data  
HTTPS TLS v1 Transit  
Protection

# How eSign Works Between Departments





# Applicable IPSC Forms

Agency Privacy Designee Form

Information Privacy & Security Council, State of Hawaii  
1177 Alakea St., Room 305  
Honolulu, HI 96813  
Phone: (808) 586-6030  
Email: [otsc@hawaii.gov](mailto:otsc@hawaii.gov) | Web: [ipsc.hawaii.gov](http://ipsc.hawaii.gov)

### Privacy Designee Form

Act 10, Session Laws of Hawaii (SLH) 2008, requires all government agencies throughout Hawaii—including all State and County agencies as well as the University of Hawaii—that collect, maintain or disseminate documents containing personal information subject to disclosure (pursuant to Section 92F-12, Hawaii Revised Statutes) to designate an agency employee to have policy and oversight responsibilities for the protection of personal information, as well as develop a written plan to eliminate the unnecessary collection and use of social security numbers.

The Information Privacy & Security Council (IPSC), chaired by the State Chief Information Officer and assigned to the State of Hawaii's Department of Accounting & General Services, was formed to protect personal information that is collected and maintained by state and county government agencies. As required by Act 10, SLH 2008, the IPSC provides a report of compliant departments/agencies to the state Legislature each year before the start of the regular legislative session. The IPSC therefore requests the information specified below.

Please complete and return this form (email preferred) by September 1, 2015 to:

IPSC, State of Hawaii  
1177 Alakea St., Room 305  
Honolulu, HI 96813  
Email: [IPSC@hawaii.gov](mailto:IPSC@hawaii.gov)

#### Agency Designee

Privacy Designee Name:

Phone:  Email:

Agency Name(s):

County/State Branch/Institution:

Address:  City:  Zip:

#### Agency Reports

Reduction of Use of Social Security Number Plan on File

Privacy Report on File Last Revised:

Other Information (optional):

Annual PI System Report Form

### Annual Personal Information (PI) System Report

Deadline for submission: September 30, 2015

*Effective January 1, 2009, any government agency that maintains one or more personal information system shall submit to the State of Hawaii's Information Privacy and Security 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. (HRS § 487N-7)*

**"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:

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

Note: 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:	
<b>A. Required Information</b>	<b>B. Your Response</b>
1. What is the name or descriptive title of the PI system?	
2. Where is the PI system located?	
3. What is the nature and purpose of the PI system?	
4. Cite or describe the statutory or administrative authority for establishment of the PI system.	
5. What is the approximate number of all individuals on whom PI is maintained?	
6. List categories of PI stored in computer-accessible records.	
7. List categories of PI maintained manually.	
8. List categories of PI maintained in any other way.	
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 same.	
10. If the PI system is maintained on an unrestricted basis, 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.	

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# eSign-Enabled Workflow

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*After IPSC members vet their respective lists of Agency Privacy Designees (APDs) to the extent possible*

1. APD Registration (“annual verification”) — *May 2016*
  - Form emailed for completion and electronic signature
  - Outlines responsibilities
  - Provides link to 2016 Annual PI System Report form due September 31
  - Verifies who will submit PI annual report (e.g., designated POC)
2. Submission of Annual PI System Reports — *July 2016*
  - Cover letter emailed to APD or designated POC
  - Completed 2016 Annual PI System Report uploaded by APD or designated POC
3. IPSC Annual Report Cover eSigned by Chair — *December 2016*





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