



INFORMATION PRIVACY AND SECURITY COUNCIL

1151 PUNCHBOWL ST., B10, HONOLULU, HI 96813
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IPSC.HAWAII.GOV

MEMORANDUM

[DATE]

To: State and County Agency Privacy Designees

From: Todd Nacapuy
Chief Information Officer, State of Hawai'i

Subject: Submission of Personal Information System Annual Reports

This is a reminder to all State and County government agencies that Personal Information (PI) System Annual Reports are due to the State of Hawai'i Information Privacy and Security Council (IPSC), pursuant to [section 487N-7](#), Hawai'i Revised Statutes, by **September 30, 2017**.

For the first time, all agencies will be able to submit their reports "paperless" by using the Privacy Impact Statement (PIA) online form. Completion of the online form will fulfill the aforementioned requirement. To do so, register at ipsc.hawaii.gov for your secure login credentials (click "Reports" and select "Submit Agency Report").

Executive branch Agency Privacy Designees who used the online form last year may use the same login.

There are several benefits to using the new online form:

- The electronic process is more efficient.
- Both the online form and IPSC portal are secure, providing a protected environment in which Agency Privacy Designees may start, pause and save their work securely at any time before submitting.
- The information will be saved for the following year and need only be modified if updates are required

Although use of the PIA online form is strongly encouraged, agencies may choose to submit their reports by email to IPSC@hawaii.gov or by mail to: Information Privacy and Security Council, c/o Office of Enterprise Technology Services, 1151 Punchbowl St., B10, Honolulu, HI 96813.

For more information or assistance with report submission, please contact the ETS Service Desk at ETS.ServiceDesk@hawaii.gov or (808) 586-0000.

Chair

Todd Nacapuy
Chief Information Officer,
State of Hawai'i

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Department of Education

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Garret Yoshimi
Vice President for
Information Technology and
Chief Information Officer,
University of Hawai'i

Additionally, the IPSC has developed and published on its website various documents that provide guidelines for agencies to use in minimizing security breaches, protecting personal data, and securely using portable devices.

Thank you for your timely attention to this matter.

- c: Mike McCartney, Chief of Staff
- Chief Justice Mark E. Recktenwald
- Mayor Kirk Caldwell
- Mayor Harry Kim
- Mayor Alan M. Arakawa
- Mayor Bernard P. Carvalho, Jr.
- Dr. Kamanaʻopono M. Crabbe, CEO, Office of Hawaiian Affairs
- IPSC Members

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