



**Information Privacy and Security Council  
Meeting Agenda**

November 21, 2018  
1:00 p.m.

**Videoconference Centers (VCC)**

Kalanimoku Bldg., 1151 Punchbowl St., Rm. 410, Honolulu, HI 96813

Hilo State Office Bldg., 75 Aupuni St., Basement, Hilo, HI 96720

Wailuku State Office Bldg., 54 S. High St., 3<sup>rd</sup> Flr., Wailuku, HI 96793

Lihue State Office Bldg., 3060 Eiwa St., Basement, Lihue, HI 96766

- I. Call to Order
- II. Review and Approval of September 19, 2018 Meeting Minutes
- III. Public Testimony on Agenda Items  
*Interested persons may submit data or views to the Council: 1) in writing submitted in advance to Information Privacy and Security Council (IPSC), 1151 Punchbowl St., Room 431, Honolulu, HI 96813; or 2) in person at any of the sites listed on this notice. Testimony must be related to an item on the agenda, and such person shall be required to identify the agenda item to be addressed by the testimony. Each individual or representative of an organization is allotted three minutes for testimony, or an amount of time otherwise designated in advance by the Chair.*
- IV. Annual Summary Report to the Legislature (Draft); Discussion and Appropriate Action
- V. Enterprise Technology Services Statewide Security Policies and Standards; Discussion and Appropriate Action
- VI. Good of the Order
  - a. Announcements
  - b. Next meeting: December 19, 2018, 1:00 p.m.
- VII. Adjournment

Individuals who require special needs accommodation are invited to call (808) 586-6000 at least three working days in advance of the meeting.



**Information Privacy and Security Council (IPSC)**  
**Meeting Minutes - DRAFT**  
September 19, 2018

**Videoconference Centers (VCC)**

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**Members Present**

Vince Hoang, Acting Chair	Office of Enterprise Technology Services
Jonathan Chee	Department of Education
David Keane	Department of Human Resources Development
Lim Yong	Department of Human Services
Kevin Thornton	Judiciary
Jules Ung	County of Hawaii
Nyree Norman	County of Kauai
Karen Sherman	County of Maui

**Members Absent**

Stephen Levins	Department of Commerce and Consumer Affairs
Gino Merez	Department of Health
Garret Yoshimi	University of Hawaii
Carol Taniguchi	Legislature
Mark Wong	City & County of Honolulu

**Other Attendees**

Valri Kunimoto	Deputy Attorney General
Susan Bannister	ETS
Ronald Hemenway	Hawaii Health Systems Corporation

I. Call to Order

Acting Chair Hoang called the meeting to order at 1:07 p.m. at which time quorum was established.

II. Review and Approval of August 15, 2018 Meeting Minutes

Member Keane made a motion to approve the August 15, 2018 meeting minutes, which was seconded by Member Chee. A vote was taken and the motion passed unanimously.

III. Public Testimony on Agenda Items

None.

IV. Personal Information (PI) System Annual Reports

Hoang reported that ETS sent a memo to departments and agencies reminding them of the September 30, 2018 deadline. Late filings will be accepted if there are changes. If no changes are required then the previous report can remain. He recommended that agencies work from their previous year's pdf form. Member Thornton asked if there is a specific field to show that the document was reviewed. Hoang will check into that.

V. Information Privacy and Security Council Guidance on NIST 800-88

The formal guidance relating to found electronic devices will align with ETS policies and scheduled for release next month. Memo will be sent to state and county departments, especially the Department of Transportation and county law enforcement agencies. The guidance will include what to do with the found devices.

VI. Good of the Order

a. Announcements

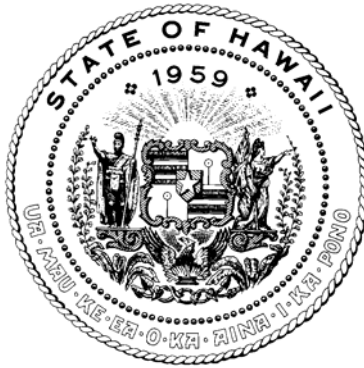
Member Yong announced that they have a new Information Security and Privacy Officer who will be invited to attend the IPSC meetings.

b. Next meeting: October 17, 2018, 1:00 p.m.

VII. Adjournment

At 1:16 p.m., Member Thornton made a motion to adjourn, which was seconded by Member Sherman. A vote was taken the motion passed unanimously.

Recorded by: \_\_\_\_\_  
Susan Bannister                                      Date  
Office of Enterprise Technology Services



INFORMATION AND PRIVACY SECURITY COUNCIL

ANNUAL SUMMARY REPORT

DECEMBER XX, 2018

SUBMITTED TO

THE TWENTY-NINTH STATE LEGISLATURE

**Information Privacy and Security Council  
Annual Summary Report  
December XX, 2018**

The Information Privacy and Security Council (IPSC) submits the following summary report on the existence and character of government agencies' personal information (PI) systems, pursuant to section 487N-5(d), Hawai'i Revised Statutes (HRS).

The IPSC has received the individual annual reports submitted by government agencies of the State of Hawai'i, City and County of Honolulu, Hawai'i County, Maui County, and Kaua'i County, in accordance with HRS section 487N-7. Enclosed are the council's findings and summary of recent legislation to protect PI handled by government agencies.

**BACKGROUND**

Any State or local government agency that maintains one or more personal information systems is required under HRS section 487N-7 to submit to the IPSC an annual report on the existence and character of each PI system added or eliminated since the agency's previous annual report.

The IPSC continued with the "paperless" method of reporting to all jurisdictions and departments. All agencies had the option of using the IPSC's Privacy Impact Assessment (PIA) Online Form or fillable PDF, accessible to agencies through the IPSC website ([ipsc.hawaii.gov](http://ipsc.hawaii.gov)), to comply with their reporting requirement. Although use of the PIA Online Form was strongly encouraged, agencies still had the option to submit their reports by email or by mail, if they wished.

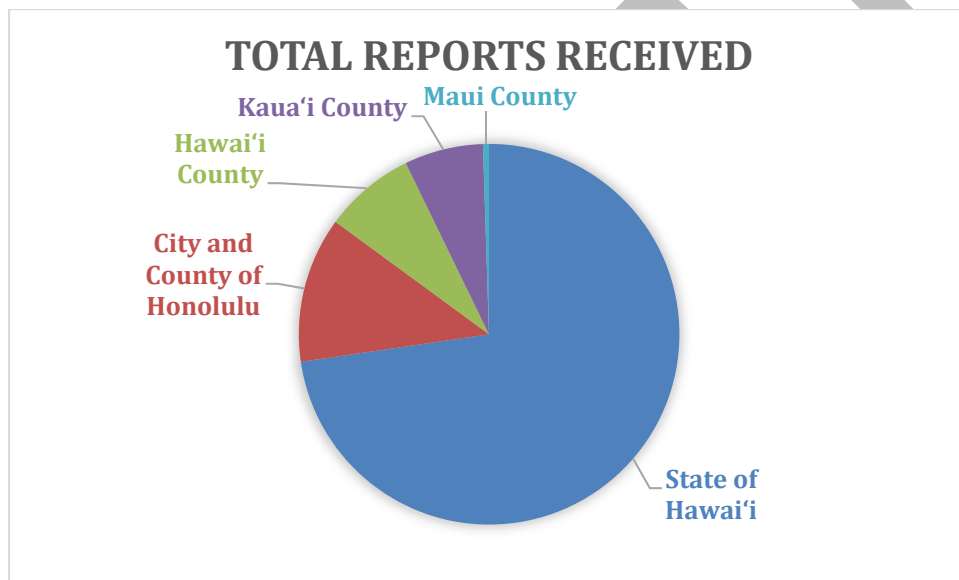
## LEGISLATION

### Relating to Found Electronic Devices

Under new legislation in the last session, new authority was given to state and county agencies allowing them to remove PI from lost electronic devices before returning to the finder.

## FINDINGS

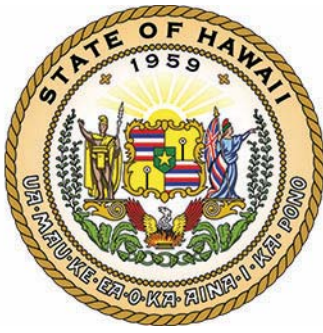
The rate of reporting continues to improve since the passage of Act 10 of 2008, which established the reporting requirement. This year, the IPSC received reports from a total of 194 agencies (compared to 155 in 2017).



*Total Reports Received: 73% from the State of Hawai'i; 12% from the City and County of Honolulu; 8% from Hawai'i County; 7% from Kaua'i County; and 1% from Maui County.*

### General Statistics

Total Reports Received in 2018	194
Reports Submitted by State Agencies	140
Reports Submitted by City and County of Honolulu Agencies	21
Reports Submitted by Hawai'i County Agencies	15
Reports Submitted by Maui County Agencies	1
Reports Submitted by Kaua'i County Agencies	13
Total Agencies Reporting No Changes from Previous Year	11
Agencies Reporting Systems Collecting PI of General Public	95
Agencies Reporting Systems Collecting PI of Government Employees	115



# Device Sanitization Guideline

From the Office of Enterprise Technology Services (ETS)

**Policy Document:** 545.02.01

**Version:** 1.1

**Effective Date:** XX/XX/2018

**Data Classification:** Public

## STATEMENT

Data sanitization is the process of irreversibly removing or destroying data stored on a memory device (hard drives, flash memory / SSDs, mobile devices, CDs, and DVDs, etc.) or in hard copy form. It is important to use the proper technique to ensure that all data is purged. Guidance below is derived from NIST SP 800-88 Rev. 1 ("Guidelines for Media Sanitization").

## SCOPE

Protecting the confidentiality of information should be a concern for everyone, from federal agencies and businesses to home users. Recognizing that interconnections and information exchange are critical in the delivery of government services, this guide can be used to assist in deciding what processes to use for sanitization or disposal.

## CONTROLS

Per HRS §§ 52D-14 and 261-17.7, any unclaimed property may be turned over to finders if it is unclaimed after forty-five days. However, given that cell phones, computers, and other electronic devices may contain personal information such as:

- (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(s);

after the forty-five days have passed and before the electronic devices can be returned to the finder or disposed of, the device must be sanitized to ensure removal of any personal information. If the removal of personal information is not possible or cannot be verified, the device shall be destroyed to ensure the information is not accessible and then properly disposed of or recycled.

Table 1. Device Sanitization Controls

Control Number	Control Name	Control Detail
1	CLEAR	Manually delete all information, then perform a full manufacturer's reset to reset the mobile device to factory state. Sanitization performed via a remote wipe should be treated as a Clear operation, and it is not possible to verify the sanitization results.
2	PURGE	See DESTROY.  Most Electronic devices only offer capabilities to Clear (and not Purge) the data contents. Devices may offer Purge capabilities, but these capabilities are specific to the hardware and software of the device and should be applied with caution. The device manufacturer should be referred to identify whether the device has a Purge capability that applies media-dependent techniques (such as rewriting or block erasing) or Cryptographic Erase to ensure that data recovery is infeasible, and that the device does not simply remove the file pointers.
3	DESTROY	<ul style="list-style-type: none"> <li>- Shred</li> <li>- Disintegrate</li> <li>- Pulverize</li> <li>- Incinerate by burning the device in a licensed/approved incinerator</li> </ul>
4	NOTES	<ul style="list-style-type: none"> <li>- Following the Clear or (if applicable) Purge operation, manually navigate to multiple areas of the device (such as call history, browser history, files, photos, etc.) to verify that no personal information has been retained on the device.</li> <li>- For both Clear and (if applicable) Purge, refer to the manufacturer for proper sanitization procedure.</li> <li>- If device is locked via "Find my iPhone" for example and 45 days has passed, the device should be "Destroyed" as it will not be possible to verify that data has been purged.</li> </ul>

\*\* Refer to NIST 800-88r1- Table 5-1 & Table A-3 for additional device sanitization procedures including specific devices such as iPhones & Android.



## RELATED RESOURCES

800-88 – NIST Guidelines for Media Sanitization – Revision

<https://nvlpubs.nist.gov/nistpubs/specialpublications/nist.sp.800-88r1.pdf>

IRS Media Sanitization Guidelines

<https://www.irs.gov/privacy-disclosure/media-sanitization-guidelines>

## GUIDELINE HISTORY

Version	Description	Date
1.1	Initial Release: (ETS) > GD	11/1/2018

## CONTACT INFORMATION

For questions about this guideline, please contact ETS at [ets.policies@hawaii.gov](mailto:ets.policies@hawaii.gov)

## APPROVING AUTHORITIES

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Vincent Hoang                      Date:  
Chief Information Security Officer  
State of Hawai'i

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Todd Nacapuy                      Date:  
Chief Information Officer  
State of Hawai'i

## MEMORANDUM

[DATE]

**TO:** State & County Agencies

**FROM:** Information Privacy and Security Council, State of Hawai'i

**SUBJECT:** Removing PII From Found Devices  
HRS §52D-14 – Duty & Right of Finders Amendment for Electronic Media

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As an Information Privacy and Security Council legislative initiative, state and county agencies must now remove PII from “found” electronic devices before returning them to the finder or destroy the devices if not possible. These changes are part of amendments to HRS 52D-14 and 261-17 enacted on July 1, 2018.

The new language to HRS [https://www.capitol.hawaii.gov/session2018/bills/SB2738\\_CD1\\_.pdf](https://www.capitol.hawaii.gov/session2018/bills/SB2738_CD1_.pdf) is summarized here:

(c) Before an electronic device that allows for storage of personal information is returned to the finder or disposed of by public auction or other means, the device shall be sanitized in accordance with guidance provided by the information privacy and security council to ensure removal of personal information. If removal of personal information is not possible or cannot be verified without unreasonable expense, the device shall be destroyed in a manner sufficient to eliminate the information, and then disposed of or recycled. The chief of police shall make reasonable efforts to notify the finder that the device was destroyed and disposed of or recycled because personal information could not be removed.

For Executive Branch Departments, the Office of Enterprise Technology Services (ETS) has provided guidelines at <https://ets.hawaii.gov/policies> to safely dispose of data and devices, and when appropriate, to comply with HRS sanitizing requirements. Other jurisdictions may follow these guidelines or develop their own.

Should you have questions or request assistance, please contact Acting IPSC Chair Vincent Hoang, Chief Information Security Officer, Office of Enterprise Technology Services, at [vincent.hoang@hawaii.gov](mailto:vincent.hoang@hawaii.gov) or 587-1212.