

 <p>HAWAII HEALTH SYSTEMS CORPORATION <i>"Touching Lives Everyday"</i></p> <p>Policy</p>	Department: Information Technology Department	Policy No.: ITD 0033
	Issued by: Barbara Kahana Vice President & CIO	Revision No.: N/A
Subject: Secure Handling of Social Security Numbers – Personal Information	Approved by: Thomas M. Driskill, Jr. President & CEO	Effective Date: 09/01/07
		Supersedes Policy: N/A
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- I. **PURPOSE:** In an effort to protect the personal information of HHSC’s customers, workforce, medical staff, contractors, vendors and other agents associated with HHSC from exposure to identity theft, HHSC is imposing limitations and restrictions on the use and disclosure of personal information. Personal information includes but is not limited to Social Security Number (SSN).

This policy has been established in order to comply with Hawaii state law Act 137 (2006 Haw.Sess.L.) effective July 1, 2007.

- II. **POLICY:** Only authorized HHSC employees, contractors and other agents may use or disclose social security numbers for legitimate business purposes or in furtherance of HHSC business activity or operations.

However, Social Security Numbers (SSN) and personally identifiable information (PII) may not be communicated, transmitted (unencrypted), displayed or printed in whole except where required or permitted by law.

Access to records containing SSN will be limited to individuals requiring access as determined by HHSC job function or as stated via HHSC contract. Individuals permitted access to SSN will be instructed on the appropriate handling and protection of this data by their management or designated representative.

In the event that a person’s Social Security Number or other personally identifiable information is disclosed to the public, the department manager should be notified immediately and the incident should be reported to the Regional Compliance and Privacy Officer or by calling the HHSC Corporate Compliance toll-free Hot Line at 1-877-733-4189

- III. **SCOPE:** This policy applies to all HHSC employees, volunteers, students, trainees, physicians and healthcare providers, independent contractors, and any other persons under the direct control of HHSC.

IV. DEFINITIONS

Personally Identifiable Information (PII) – PII is defined as the first name or initial and last name of an individual, with one or more of the following: 1) Social Security Number, 2) drivers license number, Hawaii ID number, 3) credit card or debit card number, or a financial account number with information such as PINs, passwords, or authorization codes that could gain access to the account, or other information that could cause harm to an individual or HHSC if disclosed.

V. REFERENCES/RELATED POLICIES

- ACT 137 http://www.hawaii.gov/dcca/quicklinks/id_theft_info/laws/

VI. POLICY DEVELOPMENT

DEVELOPER: Taylor Summers