August 4, 2010

TO: ALL PERSONNEL

FROM: LEON RICHARDS

RE: IMPROVING PROTECTION OF PERSONAL INFORMATION

Recently, there was a third known breach of personal information at one of the UH system campuses since the new identity theft laws were enacted in 2007. President Greenwood stated in her 7/13/10 memo to all VPs, Chancellors, and Associate VPs, "It is imperative that every executive make it a priority to protect the sensitive personal information with which the University has been entrusted……you must make the protection of personal information an essential responsibility for your managers, staff and faculty with personal information under their control."

In order to protect the students and personnel at Kapi`olani CC and to ensure full compliance in protecting the sensitive personal information with which the college is entrusted, I am creating the Personal Information Protection Task Force to be chaired by Milton Higa, Vice Chancellor for Administrative Services.

The Vice Chancellor, with Task Force members Jeff Arbuckle, Mary Hattori, Carol Hoshiko, Mona Lee, Carol Masutani, Charles Sasaki, and Eileen Torigoe, will review current procedures related to the collecting, using, and storing of personal information at Kapi`olani. In addition, with the advice of the Task Force members, VP Higa will make any guidelines necessary to improve protection of personal information at the college and to educate and train those who are approved access to such data.

I cannot impress upon you enough the seriousness of the need to protect the personal information entrusted to us; we must do everything possible to ensure its safety. We will survey the campus periodically to determine how well we are meeting this challenge and remediate in any areas deemed necessary.

Mahalo for your attending to this vital matter and supporting the efforts of the Personal Information Protection Task Force. If you have any concerns related to personal information protection please contact one of the Task Force members.

c : Milton Higa
  Salvatore Lanzilotti

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