

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
REPORT ON SOCIAL SECURITY NUMBER DISCLOSURE

SUBMITTED TO  
THE TWENTY-FIFTH STATE LEGISLATURE  
IN RESPONSE TO SECTION 487J-4, HAWAII REVISED STATUTES

STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES  
REPORT ON SOCIAL SECURITY NUMBER DISCLOSURE ON DEPARTMENT'S  
WEBSITE

This report is being submitted pursuant to Section 487J-4, Hawaii Revised Statutes

Incident Description:

In March 2010, we became aware that two comptroller memorandums that were posted on the DAGS's website contained attachments that included the names and social security numbers of three individuals. These documents were immediately deleted from the website.

Notification letters were mailed to the individuals affected on April 8, 2010 asking them to review bank statements and monitor credits reports for any unusual activity.

The website containing the documents was created in 2004 to enable other state departments and agencies to conveniently access memorandums issued by the comptroller. The memorandums containing the social security numbers were issued in the 1980's when the disclosure of personal information was not as restricted as they are today.

In response to the need for increasing security of personal information, since 2004 we have issued the following comptroller memorandums that addressed the need to restrict the disclosure of personal information.

- Comptroller's Memorandum No. 2004-23, dated August 25, 2004, was issued notifying all departments that only the last four digits of the Social Security Number will be printed on pay checks and pay statements.
- Comptroller's Memorandum No. 2005-26, dated October 25, 2005, was issued to inform departments that only the last four digits of an employee's Social Security Number should be entered on accounting documents such as time sheets.
- Comptroller's Memorandum No. 2006-08, dated April 7, 2006, was issued to inform departments that documents containing personal information be shredded when no longer needed.

Finally in 2007, a departmental policy was issued that addressed the requirements of Act 135 (Notification of Security Breaches), Act 136 (Destruction of Personal Information Records), and Act 137 (Social Security Number Protection) passed in the 2006 legislative session.