

**DEPARTMENT OF TRANSPORTATION'S
REPORT TO THE LEGISLATURE**

**SOCIAL SECURITY NUMBER DISCLOSURE
(DOT LIBRARY)**

**SUBMITTED PURSUANT TO
SECTION 487J-4, HAWAII REVISED STATUTES**

APRIL 2010

DEPARTMENT OF TRANSPORTATION'S
REPORT TO THE LEGISLATURE

SOCIAL SECURITY NUMBER DISCLOSURE (DOT LIBRARY)

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

The Department of Transportation (DOT) maintains an informational database for the exclusive use by DOT employees. Only DOT employees with DOT computers can access this database. This informational database is called the "DOT Library."

The DOT Library contains memorandums from the Governor, the Department of Budget and Finance (B&F), the Department of Accounting and General Services (DAGS), the State Procurement Office (SPO), and other state departments and agencies. As of March 2010, the DOT has over 670 copies of different memorandums on file.

Some of the information captured in the DOT Library relates to our policies on payroll. Samples of certain payroll documents are also included in the DOT Library.

We recently discovered that the names and social security numbers for three (3) DOT employees were contained in one of these payroll documents. Therefore, the names and social security numbers were viewable by DOT employees when these particular payroll documents were entered into our DOT Library in June of 2000.

In March of 2010, we became aware of this disclosure and immediately deleted the payroll document from our database. Accordingly, the offending sample form is no longer viewable.

By letter dated March 31, 2010, we notified the three affected DOT employees of this disclosure and of the fact that the offending sample form has since been deleted from our database. We also provided helpful suggestions on how they can protect themselves from possible identity theft. Contact information for the three major credit reporting agencies (Equifax, Experian, and TransUnion) was also provided.

In addition, we have informed our Administrative Services Officers of this disclosure and we have instructed them that they should check to see if they have or are using any hard copies of these sample forms and if so, they need to take appropriate action to redact the social security numbers or to otherwise secure the information.

Finally, to prevent this type of disclosure from recurring, we also reviewed our DOT Library to see if there were any more or other offending sample forms.

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