

November 18, 2021

First Name Last Name
Home Address
City, State Zip Code

Dear CCHCS Employee,

We are contacting you because of a security incident involving your personal information.



What Happened

California Correctional Health Care Services (CCHCS) has identified an Information Security Incident involving your personal information. On Friday, September 3, 2021, an email was sent out which contained your personal information. This information was required to be disclosed by AB119 to labor organizations. However, this personal information was inadvertently sent to other labor organizations in addition to your bargaining unit.

What Information Was Involved

The personal information required by AB119 and disseminated to multiple Labor Organizations who did not have a need to know are as follows:

- Your First and Last name;
- Classification;
- Classification Code;
- Collective Bargaining Unit Code; and
- Home Address.

What We Are Doing

The CCHCS Human Resources division immediately notified the Privacy Office via an Information Security Incident Report. The existing Personnel Operations Manual has been updated to include the proper instructions on how to disseminate the AB 119 Quarterly Report. The individuals involved in the submission of the AB119 report were provided additional training along with Privacy Awareness Mitigation Training, and Information Security Awareness Training.

In addition, the Privacy Office is taking comprehensive steps to ensure that the recipients understand the confidential nature of the information provided and that the e-mail and its contents have been properly destroyed.

CCHCS takes all security incidents seriously. Out of an abundance of caution, a decision was made to notify you regarding this incident so you can take any necessary precautions to protect your identity.

What You Can Do

To protect yourself from the possibility of identity theft, you may wish to place a fraud alert on your credit files by following the recommended privacy protection steps outlined in the enclosure “Breach Help – Consumer Tips from the California Attorney General.”

For More Information

For information about your privacy rights, you may visit the website of the Office of Attorney General at <https://oag.ca.gov/privacy>.

Agency Contact

If you have additional inquiries, you may contact the CCHCS Privacy Office at (877) 974-4722 or write to:

California Correctional Health Care Services
P.O. 588500, Suite D-3
Elk Grove, CA 95758-8500

Sincerely,

CCHCS Privacy Officer