

Date

First Name Last Name
Address
City, State Zip Code

NOTICE OF DATA BREACH

Dear CCHCS Employee,

We are contacting you because of a privacy incident involving access to your personal information.



What Happened

California Correctional Health Care Services (CCHCS) identified a breach of your personal information. It was reported that between October 12, 2022 and October 24, 2022, your personal information contained in Psychiatric Inpatient Program (PIP) Seniority Listing was posted on the internal nursing shared drive and within the nursing operations office at California Health Care Facility (CHCF). The seniority list included the CHCF Nursing staff's truncated Social Security Numbers (SSNs), which was used as tie-breaker in cases where employees had the exact same state seniority points. The seniority lists containing the truncated SSNs was posted on a bulletin board in the Nursing Operations Office as well as on an internal nursing share drive.

What Information Was Involved

The personal information contained in the seniority list contained your full name and the last four digits of your SSNs.

What We Are Doing

CCHCS takes the privacy and security of personal information belonging to our employees very seriously. We deeply regret that this incident occurred and apologize for any concern it may have caused you.

On October 24, 2022, upon discovery of this incident, CHCF Nursing Supervisor immediately removed the seniority lists containing your truncated SSNs posted at the CHCF Nursing Operations Office as well as on the internal nursing shared drive. Furthermore, a new seniority list was created by CCHCS Human Resource (HR), replacing your truncated social security numbers with non-PII identifier, PERNR#.

It was reported that the seniority listing in the internal nursing shared drive was deleted and replaced with the new seniority listing.

CCHCS is committed to protecting your personal information and have taken the following additional steps to mitigate the incident, such as requiring multiple staff involved in this incident to take mitigation Privacy and Information Security Awareness training. CCHCS wants to assure you that its procedures and practices are being reviewed and revised to prevent a recurrence of such disclosures. While we have no evidence to suggest that any of the impacted information was misused, we are providing this notification to you as a precautionary measure and in accordance with state data breach notification requirements.

What You Can Do

To protect yourself from the possibility of identity theft, we recommend that you 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 ”.

As always, we recommend that you remain vigilant by being on the alert for suspicious activity related to your personal information.

For More Information

Your privacy is of utmost concern to us. For more information about your privacy rights, you may visit the Web site of the California Department of Justice, Privacy Enforcement and Protection at www.oag.ca.gov/privacy

Agency Contact

We understand you may have questions about this incident not contained in this letter, you may contact the CCHCS Privacy Office at (877) 974-4722 or write to:

California Correctional Health Care Services
CCHCS Office of Legal Affairs (COLA)
Attention: Privacy Office
P.O. 588500
Elk Grove, CA 95758-8500

Sincerely,

CCHCS Privacy Officer

Enclosure “Breach Help –Consumer Tips from the California Attorney General