

**DIVISION OF ADULT INSTITUTIONS
CALIFORNIA CORRECTIONAL INSTITUTION**

P.O. Box 1031
Tehachapi, CA 93581
(661) 822-4402



April 1, 2014

Dear XXX,

We are writing to you because of a recent security incident at the California Correctional Institution.

On March 9, 2014, an employee roster was discovered within an unsecure desk drawer of Facility E Visiting, Custody Podium. This roster, which included your full name and the last 6-digits of your Social Security number, was used during the week March 3, 2014 thru March 7, 2014 for TB testing.

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.

For more information on identity theft, you may visit the Web site of the California Department of Justice, Privacy Enforcement and Protection Unit at www.privacy.ca.gov.

We regret that this incident occurred and want to assure you that we are reviewing and revising our procedures and practices to minimize the risk of recurrence. Should you need any further information about this incident, please contact Tim Fites, Information Security Coordinator, at (661) 823-5011.

Sincerely,

A handwritten signature in blue ink, appearing to read "K. Holland".

K. HOLLAND
Warden
California Correctional Institution

Enclosure



Privacy Protection Recommendations

What to Do If Your Personal Information Is Compromised

Contact the three credit bureaus.

- 1** You can report the potential identity theft to all three of the major credit bureaus by calling any one of the toll-free fraud numbers below. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three bureaus. You will also be sent instructions on how to get a copy of your report from each of the credit bureaus.

Trans Union 1-800-680-7289 Experian 1-888-397-3742 Equifax 1-800-525-6285

What it means to put a fraud alert on your credit file.

- 2** A fraud alert helps protect you against the possibility of an identity thief opening new credit accounts in your name. When a merchant checks the credit history of someone applying for credit, the merchant gets a notice that there may be fraud on the account. This alerts the merchant to take steps to verify the identity of the applicant. A fraud alert lasts 90 days and can be renewed.

Review your credit reports. Look through each one carefully.

- 3** Look for accounts you don't recognize, especially accounts opened recently. Look in the inquiries section for names of creditors from whom you haven't requested credit. Some companies bill under names other than their store names. The credit bureau will be able to tell you when that is the case. You may find some inquiries identified as "promotional." These occur when a company has obtained your name and address from a credit bureau to send you an offer of credit. Promotional inquiries are not signs of fraud. (You are automatically removed from lists to receive unsolicited offers of this kind when you place a fraud alert.) Also, as a general precaution, look in the personal information section for any address listed for you where you've never lived.

If you find items you don't understand on your report, call the credit bureau at the number on the report.

- 4** Credit bureau staff will review your report with you. If the information can't be explained, then you will need to call the creditors involved and report the crime to your local police or sheriff's office. For more information on what to do in this case, visit the California Office of Privacy Protection's Web site at www.privacy.ca.gov, and go to the Identity Theft page.