



KIM JOHNSON  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

DATE

NAME  
COMPANY  
ADDRESS  
CITY, ST 999999

SUBJECT: NOTICE OF DATA BREACH

Dear NAME:

**What Happened:**

We are writing to you because of a privacy incident that involved your personal information. On August 11, 2022, the California Department of Social Services (CDSS) was alerted that an email containing your personal information was emailed to unauthorized individuals.

**What Information Was Involved:**

Your name and social security number (SSN).

**What We Are Doing:**

We want to assure you that we are reviewing and revising our procedures and practices to minimize the risk of recurrence. We have also reported both the incident and our remediation efforts to the California Office of Information Security (OIS) as required by state law.

**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."

**Other Important Information:**

For more information about identity theft and how you can protect yourself, please visit the California Department of Justice, Privacy Enforcement and Protection website at: <https://oag.ca.gov/privacy>.

NAME

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**Agency Contact:**

For further information about this incident, please contact the CDSS Information Security and Privacy Office by email at [GEN1370@dss.ca.gov](mailto:GEN1370@dss.ca.gov).

Sincerely,

GREGORY NELSON

Information Security & Privacy Officer  
California Department of Social Services

Enclosure