



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

DATE

NAME

COMPANY

ADDRESS

CITY, ST 999999

SUBJECT: NOTICE OF DATA BREACH

Dear NAME:

What Happened:

On January 6, 2023, the California Department of Social Services (Department) learned that a document containing your name, social security number, and bargaining unit number was emailed by a CDSS employee to the employee's personal email account. The event was flagged by the Department's security monitoring software. The Department immediately took corrective measures, including contacting the CDSS employee and requiring the employee to immediately delete the email from their personal email. The CDSS employee complied with the request.

What Information Was Involved:

The information included the first initial of your first name, middle initial, last name and Social Security number.

What We Are Doing:

The Department regrets that this incident occurred and wants to assure you that procedures and practices are being evaluated and revised to minimize the risk of recurrence. Further, the Department is in the process of implementing additional, new security controls. The Department has reported the incident and these remediation efforts to the California Information Security Office and other agencies as required by state law.

What You Can Do:

To protect yourself from the possibility of identity theft, you can 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](#)" (<https://oag.ca.gov/sites/all/files/agweb/pdfs/privacy/cis-17-breach-help.pdf>). Also, the Employee Assistance Program offers additional assistance: <https://soceap.magellanascend.com/Content/View/11672>.

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Other Important Information:

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

Agency Contact:

If you have questions about this incident or ways you can protect yourself, please contact the Department's Information Security and Privacy Office by email at ISO@dss.ca.gov.

For HR related questions, please contact the Department's Payroll Unit by email at PayrollQuestions@dss.ca.gov.

Sincerely,

GREGORY NELSON
Chief Information Security & Privacy Officer
California Department of Social Services

Enclosure