



<First Name> <Last Name>
<Address 1>
<Address 2>
<City>, <State> < Zip Code>

<Date: Month, Day, Year>

Notice of Data Breach

Dear <First Name> <Last Name>,

Citrus Valley Health Partners values the relationship we have with our employees and job applicants and understands the importance of protecting confidential information. We are writing to inform you about a data breach involving one of our third-party vendors, Jobscience, that involves information about you. Jobscience is the software company that processes job applicant information. It was acquired by Bullhorn earlier this year. This notice explains the incident, the measures that have been taken, and some steps you can take in response.

What Happened? We received a letter from Jobscience on September 5, 2018 informing us that an unauthorized third party gained access to its computer server on or around May 8, 2018. Jobscience informed us that the unauthorized third party took all of the data located on the server. Law enforcement is aware of the incident, but this notification was not delayed as a result of a law enforcement investigation.

What Information Was Involved? Jobscience has informed us that the information that was accessed and removed from the computer server may have included names, addresses, social security numbers, dates-of-birth, driver's license numbers, and alien registration numbers.

What Are We Doing? We take this incident and the security of your personal information very seriously. Jobscience has told us that its security staff conducted a thorough review of the security of its computers and applied additional security measures, including reconfiguring the server, resetting passwords, and performing an ongoing assessment and review of its computers to ensure appropriate security controls and measures. For our part, we have been working with Jobscience to get details of the incident and the affected accounts, and to obtain assurances that information about our employees and applicants is safe. We are providing you with information you can use to better protect against identity theft and fraud, and Jobscience is offering free credit monitoring services for 12 months. Instructions for enrolling in the credit monitoring services, as well as additional information how to better protect against identity theft and fraud, are included in the attached *Privacy Safeguards*.

What Can You Do? You can review the *Privacy Safeguards* for additional information on how to protect against identity theft and fraud. You can also enroll to receive the free credit monitoring services by following the instructions listed on the attached *Privacy Safeguards*.



For More Information. We understand that you may have questions that are not addressed in this notice. If you have additional questions or concerns, please call our toll-free assistance line at <xxx-xxx-xxxx>. We regret that this incident occurred and apologize for any concern or inconvenience this may cause you.

Sincerely,

Chief Information Officer
Citrus Valley Health Partners

Enclosure



PRIVACY SAFEGUARDS

Enroll in Free Credit Monitoring. As an added precaution, we encourage you to sign up for credit monitoring services for 12 months at no cost to you. These services are provided by CSIdentity Corporation, an Experian affiliate. You can activate your credit monitoring by enrolling through the following link: <https://portal.idnotify.com/enrollment/9?RTN=90000180>. In order to enroll, you will need to provide personal information, and you should enter the following code into the Promo Code field of the enrollment page: <Insert Promo Code>.

Monitor Your Account Statements. We also encourage you to remain vigilant against incidents of identity and fraud, to review your credit and bank account statements for suspicious activity. You should promptly report suspected identity theft to appropriate authorities.

Request Your Credit Reports. You are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call toll-free at 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report. When you receive your credit reports, read them carefully. Look for accounts you don't recognize. Look in the inquiries section for names of creditors from whom you haven't requested credit. If you find anything you don't understand, call the credit bureau at the telephone number listed on the report.

Consider Placing a Fraud Alert on Your Credit File. You can place an initial or extended "fraud alert" on you file at no cost. An initial fraud alert is a 1-year alert that is placed on your credit file. Upon seeing a fraud alert display on your credit file, a business is required to take steps to verify your identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian P.O. Box 9554 Allen, TX 75013 1-888-397-3742 www.experian.com/fraud/center.html	TransUnion P.O. Box 2000 Chester, PA 19016 1-800-909-8872 www.transunion.com	Equifax P.O. Box 105788 Atlanta, GA 30348-5788 1-800-685-1111 www.alerts.equifax.com
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Consider Placing a Security Freeze on Your Credit File. You also have the right to place a "security freeze" on your credit file, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make for a new loan or extension of credit. You cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed above, or use the following links:



Experian: www.experian.com/freeze/center.html

TransUnion: www.transunion.com/credit-freeze

Equifax: www.alerts.equifax.com

For More Information. You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General. The Federal Trade Commission can be reached at 600 Pennsylvania Avenue NW, Washington, DC 20580, www.identitytheft.gov, 1-877-ID-THEFT (1-877-438-4338). The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be promptly reported to law enforcement and your state Attorney General.