

**LEGAL OFFICE**

1600 Ninth Street, Suite 433  
Sacramento, CA 95814



Date

Name

Address

Address

Re: Disclosure of Your Social Security Number

Dear \_\_\_\_\_:

We are writing to you because of a recent security incident at the Department of State Hospitals ("DSH") – Patton.

DSH discovered that an employee roster containing confidential personal information was placed on the Patton State Hospital intranet website by mistake. The personal information was the first name, middle initial and last name, social security number, DSH position number and title, and Bargaining Unit of DSH-Patton employees, including you. This was on the intranet website for approximately 6 hours on May 8, 2013 until the mistake was discovered and corrected.

DSH reviewed a log showing who accessed the web page. Only a small number of employees, not otherwise authorized to access this information, saw this information. After interviewing the employees, DSH believes it is unlikely that any further disclosure of confidential data has occurred, but that possibility exists.

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 Office of Privacy Protection at [www.privacy.ca.gov](http://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 Mary Black, Privacy Officer, at (916) 651-6091.

Sincerely,

Mary Black, Privacy Officer  
Legal Office  
Department of State Hospitals - Sacramento

Enclosure (Security Breach – First Steps)