



DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

1001 I STREET, SACRAMENTO, CALIFORNIA 95814 • WWW.CALRECYCLE.CA.GOV • (916) 322-4027  
P.O. BOX 4025, SACRAMENTO, CALIFORNIA 95812

February X, 2014

XXX  
XXX  
XXX

Dear XXX,

We are writing to you because of a recent security incident at the Department of Resources Recycling and Recovery (CalRecycle).

On January 23, 2014, the Human Resources Office (HR) was notified that the Leave Activity and Balances Report that contained your first initial, middle initial, last name, and Social Security Number were sent electronically to your Personnel Liaison.

When we received notification of the incident, HR immediately contacted all Personnel Liaisons and instructed them to delete the e-mail and shred the LAB reports

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 about identity theft, you may visit the website of the Office of Privacy Protection at <http://www.oag.ca.gov/idtheft/first-aid>.

We regret that this incident occurred and want to assure that we have reviewed and revised our procedures to minimize the risk of recurrence. Should you need any further information about this incident, please contact Romana Herrera at (916) 341-6285.

Sincerely,

Tom Estes, Information Security Officer

Enclosure

