

July 10, 2012

FirstName LastName  
Address  
City, State Zip code

Dear FirstName LastName,

On June 20, 2012, a staff member at California Correctional Health Care Services (CCHCS) inadvertently included your Social Security Number (SSN) when sending leave balance information via email to staff members within California Department of Corrections and Rehabilitation (CDCR) institutions. Recall request for the email was made to prevent opening and reading the message; however, it cannot be determined whether or not some recipients read the email.



Although the information was sent only to staff members within CDCR and recall efforts of the email were made to prevent disclosure of your confidential information, CCHCS is required by law to inform you of this incident. Based upon the nature of this event, you may wish to monitor your credit by contacting the following credit reporting agencies:

Experian 1-888-397-3742  
Equifax 1-800-525-6285  
TransUnion 1-800-680-7289

CCHCS has taken steps to mitigate this type of event from recurrence.

Should you have further questions regarding how you can protect the privacy of your information please contact the California Office of Privacy Protection at [www.privacyprotection.ca.gov](http://www.privacyprotection.ca.gov).

California Correctional Health Care Services