



Los Angeles County
DEPARTMENT OF MENTAL HEALTH

JONATHAN E. SHERIN, M.D., Ph.D.
DIRECTOR



November 13, 2017

NOTICE OF DATA BREACH

«Candidate_Name»
«Email»

Dear «Candidate_Name»:

As part of the Los Angeles County Department of Mental Health's (LACDMH) commitment to the privacy of your personal identifiable information (PII), we are sending you this letter pursuant to certain privacy and security laws to inform you that your PII may have been compromised and to inform you what corrective actions we have taken as well as steps you can take to protect yourself from identity theft.

What Happened?

On October 24, 2017, a LACDMH employee sent an email to candidates who responded to a job posting for a position within LACDMH. Inadvertently attached to that email was a spreadsheet that contained the PII of candidates, including you.

What Information Was Involved?

The information that may have been compromised included your name, promulgation date, email address, and Social Security Number.

What Are We Doing?

Immediately upon discovery of the incident, steps were taken to mitigate the incident, including notifying the individuals potentially impacted. In addition, employees were reminded about the importance of our policies and procedures for properly safeguarding confidential information.

Further, we are offering you credit monitoring services. Lastly, we will be reporting this incident the State Attorney General's Office.

What You Can Do:

Although we have not received any indication that the information has been used by an unauthorized individual, we take the safeguarding of your PII seriously. Therefore, we are arranging for one year of free credit monitoring for you. Credit monitoring helps prevent an identity from being stolen before it happens by alerting you after someone has applied for or opened new credit in your name. Thus, we suggest that you review your credit report regularly to ensure all information is accurate.

We will be in touch with you in the near future to provide you with the information you need in order to register for the credit monitoring services we are making available to you.

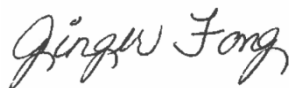
As an added measure of security, there are more steps you can take to protect yourself from identity theft. You may place a "Fraud Alert" with the national credit bureaus and request a free credit report to ensure accounts have not been established without your knowledge. As mentioned above, we suggest that you review your credit report to ensure that all information is accurate. Contact information for the Major Credit Bureau is as follows:

- | | | |
|--------------|----------------|--|
| ➤ Equifax | 1-800-766-0008 | www.equifax.com |
| ➤ Experian | 1-888-397-3742 | www.experian.com |
| ➤ TransUnion | 1-800-680-7289 | www.transunion.com |

We sincerely apologize and regret that this situation occurred. LACDMH is committed to maintaining the privacy of confidential information, and we take many safety measures for the security and safeguarding of personal information.

If you have questions or wish to speak with someone at LACDMH about this matter, please contact our toll-free number at 1-855-700-8123.

Sincerely,



Ginger Fong
HIPAA Privacy Officer
Compliance, Privacy, and Audit Services