



February 1, 2019

[RECIPIENT NAME]  
[ADDRESS]

### **NOTICE OF DATA BREACH**

Dear [RECIPIENT],

We are writing to provide you with information about a data incident involving Sierra View Medical Center (“Hospital”) that may have exposed some of your personal information to unauthorized third parties.

#### **What happened?**

In mid-November 2018, a Hospital employee obtained an electronic copy of personal information of current and former Hospital employees without authorization and the employee transmitted such information through a personal email account for personal pursuits unrelated to the Hospital.

#### **What information was involved?**

The electronic copy contained names and social security numbers of current and former Hospital employees.

#### **What Sierra View Medical Center is doing.**

On January 23, 2019, the Hospital was made aware of this unauthorized breach of personal information and immediately took appropriate corrective action to address the issue and safeguard this personal information. This employee voluntarily cooperated with the Hospital’s IT staff to confirm the deletion of any copies of the unauthorized personal information obtained. Upon subsequent investigation, the Hospital has no reason to believe that the employee who obtained this unauthorized personal information used any such information or that the information was compromised or provided to any other third parties. Furthermore, the Hospital has no reason to believe at this time that there is any further risk of the disclosure of this personal information. In light of this employee’s unauthorized actions, they are no longer employed by the Hospital.

The protection of personal data and safeguarding of confidential information is a priority for the Hospital and we are evaluating how to further enhance our protections to guard against similar incidents going forward. As a reminder, effective January 1, 2019, the benefits for full-time Hospital employees include basic identity theft protection through LifeLock. LifeLock sent login/setup instructions to all full-time employees work email addresses in late December 2018. If you cannot locate this email link or did not set up an account already, you can do the following; login to Like Lock at <https://memberportal.lifelock.com/> or you can access Life Lock via the link on the Intranet Benefits Page. You then select FORGOT USERNAME or PASSWORD and enter your email address (if you never set up your account, it will be



# SIERRA VIEW MEDICAL CENTER

your sierra view email) as your Life Lock account is tied to your SVMC work email address to sign-up, however, you can add a personal email once you are logged into your account.

## **What you can do.**

You may also wish to take one or more of the additional steps below:

### *Placing a Fraud Alert On Your Credit Bureau File*

A fraud alert lets creditors know to contact you before opening new accounts. Just call any one of the three credit reporting agencies at their respective numbers below. Contacting one of the agencies will allow you to automatically place fraud alerts with all three agencies. You will then receive letters from all of them, with instructions on how to obtain a copy of your credit report from each.

Equifax Credit Information  
Services, Inc.  
P.O. Box 105069  
Atlanta, GA 30348  
800-525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 2104  
Allen, TX 75013  
888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion Fraud Victim  
Assistance  
P.O. Box 2000  
Chester, PA 19022  
800-680-7289  
[www.transunion.com](http://www.transunion.com)

### *Getting More Information About Identity Theft*

For more information on identity theft, we suggest that you visit the website of the federal trade commission at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft). If you do not have Internet access and wish to call the Federal Trade Commission for additional information, please call 1-877-IDTHEFT [1-877-438-4338]; TDD: 1-866-653-4261. You may also send correspondence to:

Federal Trade Commission  
Consumer Response Center  
600 Pennsylvania Avenue NW, Room H-130  
Washington, DC 20580

## **For more information.**

We are committed to protecting your personal information and sincerely apologize for any inconvenience this incident may cause you. If you have any additional questions or would like to discuss further, please do not hesitate to contact us at (559)791-3838.

Sincerely,

Cindy Gomez, RN, BSBUHCM, CHC, CPHRM  
Director of Compliance