



Name of DOR Unit
P.O. Box 944222
Sacramento, CA 94244-2220
(916) 324-1313 or (800) 952-5544
(VOICE)
(916) 558-5807 (TTY)

December 1, 2017

Subject: Notice of Data Breach

Dear Mr. ,

The Department of Rehabilitation (DOR) is dedicated to providing quality services and advocacy to assist individuals with disabilities in employment, independence, and equality. In connection with this mission, we recognize the importance of, and are highly committed to, protecting the privacy of personal information of both DOR consumers and DOR employees. This letter is to inform you of an incident at DOR involving your personal information.

What Happened?

On Wednesday, November 22, 2017, a file containing your name and social security number was inadvertently emailed without encryption to an outside entity. The file has been deleted, and there is no indication that your personal information was compromised; however, we believe it important to err on the side of caution and notify you of this incident.

What Information Was Involved?

In performing our investigation, we determined that your name and social security number were contained within the emailed file.

What We Are Doing

We regret that this incident occurred and want to assure you that we are committed to protecting your personal information. We coordinated with the outside entity and had the file deleted before it was opened and viewed. To reduce the risk of this type of

incident occurring in the future, we are reviewing existing procedures and will be working with DOR employees to help ensure they understand and follow appropriate procedures and policies for safeguarding sensitive and confidential information of consumers and employees.

What You Can Do

Keep a copy of this notice for your records in case of future problems. Follow common best practices to protect yourself from the possibility of identity theft: since your social security number was involved, we recommend that you place a fraud alert on your credit files and order copies of your credit reports by following the privacy protection steps outlined in the enclosure; check your credit reports for any accounts or medical bills that you do not recognize, and if you find anything suspicious, follow the instructions found in step four of the enclosure.

Other Important Information

Please see the attached electronic enclosure entitled "Breach Help – Consumer Tips from the California Attorney General."

For More Information

For more information about privacy rights, you may visit the website of the California Department of Justice, Privacy Enforcement and Protection at www.privacy.ca.gov.

Agency Contact

We will update you should we obtain further information. In the interim, if you have any questions or need further assistance, you may contact me at (916) 558-5600.

Sincerely,

Joe Rivera
Department of Rehabilitation
Privacy Officer

Enclosure