



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

[Date]

[Firstname] [Lastname]

[Address]

[City], [State] [Zip]

Dear [Firstname]:

Subject: Notice of Data Breach

I am writing to you because of a recent security incident that occurred on or around March 4, 2024, on a California Department of Food and Agriculture (CDFA), Plant Health and Pest Prevention Services, extranet site. There was a breach of the site that exposed information to external users of the site.

This site may have exposed Personally Identifiable Information (PII) including: your first and last name, address, phone number, email address, and your site username and password.

I regret this incident occurred and the CDFA Office of Information and Technology (OITS) has taken steps to identify and correct this vulnerability to prevent further breaches and protect users PII.

Since your username and password were involved, we recommend changing your password(s) to prevent unauthorized access.

Should you need any further information about this incident, please contact Laurie Shortridge, Branch Chief, Human Resources, at (916) 654-0790.

Sincerely,

Karen Ross, Secretary

