

Attention [Mail Merge]

We are writing to you because of an information security incident at Salinas Valley State Prison (SVSP) involving your personal information.

On September 26, 2012 it was discovered that a database file containing personal information for custody staff, which was located on the institutional server, was accessible to all SVSP staff. The database file contained your first and last name, Social Security number, personal phone number, address, and institutional-position information.

All SVSP staff have been trained on handling sensitive and confidential information in the course of their work; however, access to the database file should have been limited to only those personnel with an authorized business need to work with this information.

To protect yourself from the possibility of identity theft, we recommend that you place a fraud alert on your credit accounts by following the recommended privacy protection steps outlined in the enclosure.

The database file is now secure and has been relocated to a more restricted location on the server to limit access to a restricted security group.

For more information on identity theft, you may visit the Web site of the California Office of Privacy Protection at [www.privacy.ca.gov](http://www.privacy.ca.gov).

We regret that this incident occurred and want to assure you that we are reviewing and revising our procedures and practices to minimize the risk of recurrence. Should you need any further information about this incident, please contact the Warden's office, at 831-678-5906.



R. T. C. GROUNDS  
Warden (A)  
Salinas Valley State Prison

Enclosure [Enclose the Security Breach - First Steps Enclosure]