



March XX, 2012

First Last
Address
City, State XXXXX

Dear [First name],

We are writing to let you know of a breach of confidential employee information, including some information belonging to you. We take our employees' privacy very seriously and we sincerely apologize that this happened.

The data, which was found on a non-Kaiser Permanente external hard drive that was purchased second-hand, included your name, Social Security Number, Date of Birth and address. None of your personal health information was involved. The most recent employee data found on the hard drive was from 2009 and we have no evidence at this point to indicate that this information has been or will be used for illegal purposes.

The breach was brought to our attention in late September 2011 by the individual who purchased the hard drive, and we immediately took steps to get possession of the equipment and notified law enforcement. As soon as law enforcement concluded its own analysis of the hard drive, which took several weeks to complete, we began our own investigation. Our investigation of the breach is still underway. We have identified the internal source of the data found on the hard drive and are pursuing additional facts, and we are taking appropriate steps to make sure that it does not happen again.

We understand your concerns about your information being compromised. To help protect you, we are providing you one year of professional credit monitoring at Kaiser Permanente's expense. Credit monitoring is a valuable tool and we encourage you to take advantage of this offer. Please see the attached instructions on how to begin this service. We have also included information about additional precautions you can take to protect your personal information or report suspected identity theft.

Our employees are our most important resource. Your contributions make Kaiser Permanente the best health care provider in California. We care about you and we apologize again that this unfortunate incident has occurred. We have established a phone number for you to call if you have any questions or concerns. That number is [insert number]. Thank you.

Sincerely,

[Executive Leadership]

Kaiser Foundation Hospitals and Health Plan

[Executive Leadership]

Permanente Medical Groups