

DEPARTMENT OF INDUSTRIAL RELATIONS
Office of the Director, Legal Unit
1515 Clay Street, Suite 701
Oakland, CA 94612
Tel: (510) 286-3800 Fax: (510) 286-1220



September 19, 2025

Jane Doe

1234 Grand Street

Centerville, CA 98765

NOTICE OF DATA BREACH

Dear Jane Doe,

I write to notify you of a recent security incident involving your personal information in your active workers' compensation case(s) that occurred at the Department of Industrial Relations ("the Department"). Although the Department determined it best to notify you of this incident, please note that none of your personal information was shared with a general member of the public; it was shared only with other parties to your active workers' compensation case(s).

What Happened and What Information Was Involved

From August 26 through September 2, 2025, the Department of General Services (DGS) Office of State Publishing (OSP) misprinted and mailed a series of documents (Notices of Application and Rejections of Declarations of Readiness; these are referred to as datamailers) about active workers' compensation cases on behalf of the Department's Division of Workers' Compensation (DWC). Datamailers are printed with exported data from a computerized data file. Due to an OSP computer malfunction during the timeframe above, the datamailers were populated with data from the incorrect fields of the data file. As a result, some of the datamailers printed during this period inadvertently included your Social Security number.

Please note that when your Social Security number appeared on a datamailer, it was not identified as *your* Social Security number, nor as a Social Security number at all. Instead, it appeared only as a nine-digit number in the Date of Injury field. (The actual Date of Injury was missing.)

Your name did not appear with your Social Security number on any datamailer sent to other parties to your case(s). Only those misprinted datamailers addressed to you contained both your Social Security number and your name; in those instances, your name appeared only in the recipient address field.

Please also note that no other individually identifiable information (such as driver's license number or birth date), or medical information about you appeared in any of the misprinted datamailers. The datamailers did not include your workers' compensation case (ADJ) number, which could help identify your name.

What the Department Is Doing

The Department regrets that this happened, and is taking steps to reduce the chances of something similar happening in the future. The Department immediately worked with OSP so that corrected datamailers were printed and mailed by the close of business on Friday, September 5, 2025. In addition, the Department has notified the other parties to your case(s) who received misprinted datamailers containing a Social Security number that they received inadvertently disclosed information that they are not authorized to use, and are prohibited from further disclosing.

Please see the enclosed brochure, prepared by the California Attorney General, for tips and resources on protecting yourself from any harm (such as identity theft) that might possibly result from this incident. The State of California requires the department to inform you about the incident as follows:

What You Can Do

To protect yourself from the possibility of identity theft, the Department recommends that you place a fraud alert on your credit files by following the privacy protection steps outlined in the enclosed brochure, "Breach Help - Consumer Tips from the California Attorney General."

You can contact the three main credit bureaus at the following toll-free numbers, or online at their websites, to request a fraud alert be placed on your credit file.

Experian:

Toll free: 1-888-397-3742

Website: <https://www.experian.com>

Equifax:

Toll free: 1-888-378-4329

Website: <https://www.equifax.com>

Trans-Union:

Toll free: 1-800-916-8800

Website: <https://www.TransUnion.com>

Keep a copy of this notice for your records in case of future problems involving your Social Security number.

Other Important Information

Please find enclosed the above-referenced brochure, "Breach Help - Consumer Tips from the California Attorney General."

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For More Information

To learn more about identity theft and fraud protection, you may visit the Department of Justice's Privacy Enforcement and Protection website at <https://oag.ca.gov/privacy>.

If you require interpreter assistance with this letter, please call the DWC Information and Assistance Unit at 1-800-736-7401.

Agency Contact

If you need more information about this incident, please contact me. I may be reached by phone at (510) 871-7574; by United States Postal Service mail to the address above; or by email to Privacy@dir.ca.gov.

Sincerely,

A handwritten signature in blue ink, consisting of a stylized 'I' followed by a cursive 'N' and a horizontal line.

Isaac Nicholson
Acting Privacy Officer

cc: T. Ung, DIR Information Security Officer
Enclosure