

## APPENDIX G: Sample Breach Notice – Hybrid (SSN and Health Information)

[*Salutation*]

We are writing to you because of a recent security incident at [*name of organization*].

[*Describe what happened in general terms, specifically what kind of personal information was involved, and what you are doing in response.*]

Because your Social Security number was involved, and in order to protect yourself from the possibility of identity theft, we recommend that you place a fraud alert on your credit files and order copies of your credit reports by following the recommended privacy protection steps outlined in the enclosure. Check your credit reports for any accounts or medical bills that you do not recognize. If you find anything suspicious, follow the instructions found in step four of the enclosure.

Since your health insurance information [*or policy, plan number, or subscriber identification number*] was also involved, we recommend that you regularly review the explanation of benefits statement that you receive from [*us, your health insurance plan, or your health insurer*]. If you see any service that you believe you did not receive, please contact [*us, your health insurance plan, your health insurer*] at the number on the statement [*or provide a number here*]. If you do not receive regular explanation of benefits statements, contact your provider or plan and ask them to send such statements following the provision of services provided in your name or under your plan number.

Keep a copy of this notice for your records in case of future problems with your medical records. You may also want to request a copy of your medical records from your [*provider or plan*], to serve as a baseline. For more information about privacy protection steps and your medical privacy rights, we recommend you visit the website of the California Office of Information Security and Privacy Protection at [www.privacy.ca.gov](http://www.privacy.ca.gov)

We regret that this incident occurred and want to assure you 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 [*name of the designated agency official or agency unit handling inquiries*] at [*toll-free phone number*].

[*Closing*]

Enclosure [*Enclose the Security Breach - First Steps Enclosure*]