

APPENDIX B: Sample Breach Notice: Social Security Number Only*

[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.]

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

For more information on identity theft, you may visit the Web site of the California Office of Information Security and Privacy Protection at 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 *[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]*

* Additional language will be necessary if other notice triggering information was involved.