
[ORGANIZATION NAME]

Org Address
Org Address

Mr & Mrs Citizen
1234 Any Street
Any City, ST 99999

Notice of Data Breach

Dear Mr & Mrs Citizen,

What Happened:

We are writing to you because of a recent security incident at [name of organization]. [Describe what happened in general terms, when it happened, specifically what kind of personal information was involved, and what you are doing in response. If the breach does not involve Social Security number, driver's license/California Identification Card, or financial account numbers, say so. Refer to the following language.]

What Information Was Involved:

Please note, the information was limited to [specify, (e.g., your name and medical treatment)] and did not contain any other information, such as Social Security number, Driver's License number, or financial account numbers which could expose you to identity theft.

What We Are Doing:

Nonetheless, we felt it necessary to inform you since your medical information [or medical history, medical condition, or medical treatment or diagnosis] was involved.

What you can do:

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.

Other Important Information:

For information about your medical privacy rights, you may visit the website of the California Department of Justice, Privacy Enforcement and Protection at 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.

For More Information:

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].

Sincerely,

Joe Government

"Building Partnerships, Supporting Choices"