

APPENDIX D

**San Francisco State University
Draft Notification for Security Breach**

California Senate Bill 1386 requires any state agency, including San Francisco State University, that has computerized data containing personal information, to disclose any security breach of a system containing such data to any California resident whose unencrypted personal information was, or is reasonably believed to have been acquired by an unauthorized person.

This notice is to inform you that on [date], personal information regarding University [employees/students], including yourself, was acquired by an unauthorized person. The personal information in the SFSU database contains names, [Social Security numbers], and [data listed in 1386]. Although there is no evidence that any personal data was acquired, this is being brought to your attention with the suggestion that you be aware of any possible access or possible misuse of your personal information.

The Federal Trade Commission website on identify theft (<http://www.consumer.gov/idtheft/>) offers additional information. Contacts are listed below for more information:

Social Security Administration fraud line at 1-800-269-0271

Credit Bureau Numbers: Equifax
1-800-525-6285 Experian 1-
888-397-3742 Trans Union 1-
800-680-7289

For further information regarding this matter please contact [name of contact].

Signed [appropriate Custodian of Records].