

# NOTICE OF DATA BREACH

**Date of Notice:** \_\_\_\_\_  
**To:** [Employee / Customer / Individual Name]  
**From:** [Organization Name]  
**Contact Information:** [Phone / Email / Address]

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## 1. Description of the Incident

On [date], we discovered a data breach affecting certain personal information maintained by [Organization Name].

## 2. Information Involved

The types of personal information potentially accessed or disclosed include:

- Name
- Address
- Social Security Number
- Driver's License Number
- Financial Account Information
- Other: \_\_\_\_\_

## 3. Actions Taken

We are investigating the incident and have taken steps to secure our systems. We are notifying affected individuals within 30 days as required under **California SB 446**.

## 4. Recommended Actions for You

- Monitor your accounts and report any suspicious activity.
- Change passwords for affected accounts.
- Consider placing a fraud alert or credit freeze with major credit bureaus.

## 5. Additional Information

For further information or assistance, please contact:

[Name / Title]  
[Phone / Email / Address]

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## Acknowledgment of Receipt

I acknowledge receipt of this Notice of Data Breach.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_