

NOTICE OF DATA BREACH TEMPLATE



**Utah Office of
Data Privacy**

DISCLAIMER

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[Date of letter]

NOTICE OF DATA BREACH

Dear [Name],

The purpose of this letter is to notify you about the unauthorized access, acquisition, disclosure, loss of access, or destruction of your personal data held by [name of the governmental entity]. This notice has been provided to you without unreasonable delay as described in Utah Code § 63A-19-406. At this time the scope of the data breach has been determined, and the integrity of the affected system has been restored.

What Happened?

[Describe how the data breach occurred].

What Personal Data Was Involved?

[Describe the individual's personal data that was accessed or may have been accessed].

What We Are Doing.

[Describe the steps the governmental entity is taking or has taken to mitigate the impact of the data breach].

What You Can Do.

You may protect yourself from identity theft or other financial losses by monitoring your financial accounts. You may contact the three credit bureaus to place a fraud alert or freeze on your accounts. Their contact information is:

EQUIFAX	EXPERIAN	TRANSUNION
P.O. Box 740241	P.O. Box 2104	P.O. Box 2000
Atlanta, GA 30374	Allen, TX 75013	Chester, PA 19022
1-888-766-0008	1-888-397-3742	1-800-680-7289
www.equifax.com	www.experian.com	www.transunion.com

You may also receive a free credit report each year from each of these agencies at by visiting: www.annualcreditreport.com.

The following links provide information about fraud schemes and how you can protect yourself:

- The Utah Attorney General's STOP FRAUD UTAH website provides information about fraud and the White-Collar Crime Offender Registry at:

<https://www.utfraud.com/>

- The Utah Division of Consumer Protection provides information about a variety of common fraud schemes at:

<https://dcp.utah.gov/education/>

- The Utah Department of Public Safety and the Statewide Information and Analysis Center provides resources to protect yourself from cybercrimes at:

<https://siac.utah.gov/resources/>

- The Federal Bureau of Investigations provides information about ways to avoid being a victim of fraud at:

<https://www.fbi.gov/how-we-can-help-you/scams-and-safety>

- The Federal Trade Commission provides consumer advice about protecting yourself from identity theft and ways to recover if you have been a victim of a crime at:

<https://consumer.ftc.gov/features/identity-theft>

<https://www.identitytheft.gov/#/>

- The Securities and Exchange Commission provides information about protecting your money at:

<https://www.sec.gov/>

Sincerely,

[Name]

[Title]

[Name of governmental entity]