

## **Notification Requirements for Confidential Information Breaches for Regional Center Vendors**

California law requires all government agencies to protect the privacy of confidential, sensitive, and/or personal information collected and stored on its behalf. The law also requires notification to any resident when unencrypted confidential, sensitive, and/or personal information has been lost or stolen or inadvertently released to an unauthorized person.

The Department of Developmental Services (DDS) and Far Northern Regional Center (FNRC) are responsible for protecting the privacy rights of individuals with developmental disabilities. This policy equally applies to all regional center vendors. Consequently this notification is to make sure that you are aware of your responsibilities in reporting any known or suspected security breach. Common examples of security breaches include lost or stolen cell phones, computers, or consumer paper files on which unencrypted confidential, sensitive, and/or personal information has been stored.

Should privacy breach occur and you have reason to believe that consumer information has been compromised, it is essential to report the incident to FNRC as soon as possible. In making an incident report, please take the following steps:

- Complete the Agency Security Breach Report form (SIMM 65C) and send/fax it to FNRC. A copy of the form and instructions are attached to this notice. The form and instructions can also be found on [www.cio.ca.gov](http://www.cio.ca.gov)
- All sections of the form must be completed.
- A letter must be sent to all potential victims advising them that their confidential information has been compromised. A copy of this letter will need to be submitted to FNRC.
- Mail to: **Far Northern Regional Center, Community Service Division, P.O. BOX 492418 Redding, CA 96049-2418.**

Failure to take the necessary precautions to secure confidential information can affect individuals in a variety of ways, including identity theft, breach of privacy, damage to reputation, and potential personal injury. As a safety precaution, vendors should implement appropriate safeguards to prevent unauthorized use or disclosure of consumer information.

If you have questions regarding these guidelines, please feel free to contact Kao Saechao at 530-221-9546. For full details of this California law, please visit [www.cio.ca.gov](http://www.cio.ca.gov) under the Information Security & Privacy Section. Details of this state advisory can also be found on the FNRC website, [www.farnorthernrc.org](http://www.farnorthernrc.org)