



March 28, 2013

County Employee
47 South Main
Tooele, UT 84074

Re: Inadvertent Disclosure of "Identifying Information"

Dear Employee:

Tooele County regrets to inform you that your name and social security number were inadvertently disclosed to a former County employee. Two insurance documents, one from 1996 and one from 1997, containing names and social security numbers of county employees, including yours, were misfiled and scanned as part of an individual employee's personnel file. The scanned personnel file was, upon request by the former employee, saved to a CD and provided to them, as required by State law.

The former employee has returned the CD to the County and has been advised that the "possession of these identifying documents with the knowledge that [he/she is] not entitled to the possession of them" is a felony punishable by up to five years in the Utah State Prison.

Following an investigation, it was determined that the misfiling of these two documents was due to "human error" and was not caused by faulty procedure or policy. This situation is unlike the majority of the "data breach" situations you have read about or seen on television where an unknown computer hacker gains access to "identifying information" presumably for the purpose of committing identity theft or other similar crimes. In this case, (1) the identity of the person who received this information is known, (2) the information was not intentionally accessed in an unlawful manner, and (3) the CD containing the identifying documents has been returned. Although this does not excuse the mistake, it certainly presents a more favorable situation than the typical data breach scenario.

The County recognizes the anxiety that this situation is creating for our current and former employees, and is working hard to rectify it. County leaders take the responsibility of protecting personal information very seriously. For your convenience, we have enclosed information on additional measures that individuals can take to protect their social security number. If you have questions or concerns regarding this matter, please contact the Tooele County Human Resource Department at (435) 843-3157.

Sincerely,

County Commissioners

J. Bruce Clegg
Chairman

Jerry Hurst

Shawn Milne

Cheryl A. Adams
Administrative Assistant

TOOELE COUNTY COMMISSION

47 S. Main Street, Tooele, UT 84074

[OFFICE] 435-843-3150 [FAX] 435-843-3400 [TOLL FREE] 866-704-3443 www.co.tooele.ut.us

PROTECTING YOUR SOCIAL SECURITY NUMBER

If you fear your SSN has gotten into the wrong hands, the following steps can be taken to reduce the risk of new accounts being opened in your name.

- Place a 90-day fraud alert on your credit reports by calling one of the three credit bureaus: **TransUnion** (800) 680-7289; **Equifax** (888) 766-0008; and **Experian** (888) 397-3742. Then renew the fraud alert every 90 days.
- Monitor your credit reports very closely. Placing the fraud alert allows you to order a free credit report within 90 days.

If you have evidence of actual or attempted identity theft, additional steps are needed.

- Report the issue to local law enforcement.
- Report the issue to the Social Security Administration. Call the SSA toll-free at 1-800-772-1213 to file an official report and get a recommendation on what to do next. The SSA may determine whether they need to issue you a new number or card, or if the incident will be forwarded to law enforcement or regulatory agencies.
- Resolve credit problems by contacting the Federal Trade Commission (FTC). The FTC is dedicated to fighting back against identity theft and provides a number of resources for identity theft victims. You can call the FTC directly at 1-877-IDTHEFT and learn more about your options by reviewing the materials on the FTC Identity Theft website.
- Contact your banks and credit card companies to report the issue. Let your banks and creditors know that someone is using your card and that you are concerned about the thief having access to your accounts. The bank or credit card company may be able to put a “credit freeze” on your account until the issue has been resolved. They may also be on the alert for any suspicious activity and let you know if and when they detect something.