

Berkeley Unified School District

Human Resources Department

2020 Bonar Street
Berkeley, Ca 94702
(510) 644-6229



December 12, 2012

[Name of Employee]

[Street Address]

[City, State and Zip]

Dear Present or Former Valued Employee:

This letter serves to inform you that you will be receiving a letter from Mount Diablo Unified School District. That school district will be notifying you of a data breach that occurred on December 1, 2012. Its school district offices were burglarized, and a computer was stolen. The stolen computer contained files that included employees' names and Social Security numbers for Berkeley Unified School District employees for the 2003-04 school year. We understand that the computer was once used by a former Berkeley Unified School District employee whom Mount Diablo Unified School District subsequently employed.

Mount Diablo Unified School District notified law enforcement immediately. They have no reason to believe that the computer was stolen for the information on it or that the information on it has been improperly used in any way. However, as a precautionary measure, Mount Diablo Unified School District is offering you a **free one-year membership to ProtectMyID Elite™ from ConsumerInfo.com, Inc. an Experian company. It will provide you with credit monitoring capabilities and in-depth assistance in identity theft protection. ProtectMyID Elite is completely free and enrolling in this program will not hurt your credit score.** For more information on ProtectMyID Elite and instructions on how to activate your complimentary one-year membership, please follow the instructions that Mount Diablo will be mailing you.

To prevent something like this from happening in the future, we have implemented several measures to minimize the use of employee social security numbers in District reports and forms. We apologize for the concern and inconvenience this situation may cause you. **If you have any questions, please call [877-441-6943], Monday through Friday, 8:00 a.m. to 5:00 p.m. Pacific Time.**

Cordially,

Delia Ruiz
Assistant Superintendent
Human Resources