

This document is for educational purposes only and needs to be customized further. Reach out to the State Privacy Officer at privacy@utah.gov before implementation.

Personal Data Breach Notification to Impacted Individuals Template

This document is related to the [breach notification requirement in the Utah Government Data Privacy Act](#).

[Date]

To: [Recipient Name]

From: [Your Name]

Dear [Recipient Name],

We are writing to inform you of a recent security incident at [Organization Name]. This notification is sent under [Utah Code Section 63A-19-406](#).

What Happened: On [Date of Incident], our organization experienced a data breach. During this incident, [brief description of the incident].

What Information Was Involved: The breach involved the following categories of personal data: [List specific data categories, e.g., names, addresses, and Social Security numbers, etc.].

What We Are Doing: We have taken the following steps to address the situation:

1. [Step 1]
2. [Step 2]
3. [Step 3]

What You Can Do: To protect yourself from potential identity theft, consider the following actions:

1. **Place a fraud alert** on your credit files. This alerts anyone requesting your credit report that you may be a victim of fraud.
2. **Change passwords** on your email accounts and financial log-ins. Use complex, secure passwords and enable multifactor authentication.
3. **Use a reputable credit monitoring service** to alert you of unusual activity.

Even if you do not find signs of fraud, we recommend regularly reviewing your credit reports from the three major credit reporting agencies. You can obtain a free copy of your credit report once every 12 months by:

- Visiting www.annualcreditreport.com
- Calling toll-free at 877-322-8228

- Completing an Annual Credit Request Form at www.ftc.gov/bcp/menus/consumer/credit/rights.shtm

Additional resources can be found at the Attorney General's Office at:

<https://attorneygeneral.utah.gov/data-privacy/financial-crimes/>

If you have any questions or need further assistance, please contact [Contact Name] at [Phone Number] or visit [Organization's Website].

Sincerely,

[Title Name] [Signature] [Organization's Representative]