

Procedures/Standards Update

PS008_2020

February 2020

TO:

Chief Information Officers (CIO)
Information Security Officers (ISO)
Agency Chief Information Officers (AIO)
Agency Information Security Officers (AISO)

SUBJECT:

Requirements to Respond to Incidents
Involving a Breach of Personal Information

BACKGROUND

The California Department of Technology (CDT) Office of Information Security (OIS) developed the Requirements to Respond to Incidents Involving a Breach of Personal Information (SIMM 5340-C) to establish breach notification requirements. Civil Code Sections §1798.29, §1798.81.5 and §1798.82 were amended by AB 1130 (Ch 750, Statutes of 2019) to revise the definition of personal information to add specified unique biometric data, tax identification numbers, passport numbers, military identification numbers, and any other unique identification numbers issued on a government document as “notice- triggering” elements. SIMM 5340-C was updated to include the new elements to personal identification requirements and breach notification templates to ensure that agencies/state entities understand the responsibilities for making timely and accurate notification to individuals affected by a breach. Effective immediately, all agencies/state entities must ensure that incident response to breach of personal information for their respective organization(s) comply with the updated standards outlined in SIMM Section 5340-C.

PURPOSE

The purpose of this Procedures/Standards update is to announce:

- Revised SIMM Section 5340-C, Requirements to Respond to Incidents Involving a Breach of Personal Information which includes an updated checklist and additional breach notification templates.

REFERENCES

The following reference materials are associated with this procedures/standards update. SIMM is available on the Department of Technology’s website located at: <https://cdt.ca.gov/policy/simm/>. The State Administrative Manual (SAM) is available on the Department of General Services website located at: <http://sam.dgs.ca.gov/>.

- [SAM Section 5100](#)
- [SAM Section 5300.3](#)
- [SAM Section 5340](#)
- [SIMM Section 5340-C](#)

QUESTIONS

Questions regarding this announcement should be directed to the Department of Technology, Office of Information Security at security@state.ca.gov.