



Eric Garcetti, Mayor of the City of Los Angeles
Thomas Moutes, General Manager
Li Hsi, Assistant General Manager
Lita Payne, Assistant General Manager
Rodney June, Chief Investment Officer

April XX, 2017

Mr. John Jones
12345 S. Almond Street
Los Angeles, CA 90012

RE: NOTICE OF DATA BREACH

Dear Mr. Jones:

You are receiving this notice because of a security incident that occurred on April 5, 2017, involving your personal data on file with the Los Angeles City Employees' Retirement System (LACERS).

What happened?

We recently learned that an email attachment containing personally identifiable information was accessed by one individual who received it inadvertently from a LACERS' staff member. The error was discovered the same day it occurred and the person who received the file was immediately instructed to delete the email containing the attachment. This person has confirmed that the attachment was deleted in response to these instructions.

What information was involved?

The information contained in the email attachment included member social security numbers, names, addresses, and date of death information, if applicable.

What you can do.

We believe this incident *does not* pose any true risk of identity theft. However, we recommend that you monitor your accounts for suspicious or unusual activity through one of the following credit reporting agencies to help prevent unauthorized access and/or possible fraudulent activity on your account:

Name	Address	Phone	Website
Experian	Online or by Phone	888-397-3742	www.experian.com
Equifax	Equifax Information Services, LLC. P.O. Box 740241 Atlanta, GA 30374	888-766-0008	www.equifax.com
TransUnion	TransUnion Annual Credit Report Request Service P.O. Box 105281 Atlanta, GA 30348-5281	877-322-8228	www.transunion.com

What is LACERS doing?

LACERS has analyzed the processes in place that led to this event and improved on our procedures for handling personally identifiable information to safeguard against an incident such as this occurring in the future.

LACERS is committed to protecting your personal information and treating this event with the attention it deserves. Should you have any questions or require further information, please do not hesitate to contact our office by calling LACERS' Member Service Center at (800) 779-8328.

Sincerely,

Thomas Moutes
General Manager

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