



[Insert Recipient's Name]
[Address]

DATE

Re: Notice of Data Incident [Breach – in CA]

Dear [Name]:

DISA Global Solutions, Inc. (“DISA”) is a third-party administrator of employment screening services, including drug and alcohol testing and background checks. We are writing to inform you about a recent incident experienced by DISA that may have involved some of your personal information, which came into our possession due to the employee screening services you may have completed with your current or former employer or a prospective employer. While we are unaware of any attempted or actual misuse of any information involved in this incident, we are providing you with information about the incident and steps you can take to protect yourself, should you feel it necessary.

What Happened? On April 22, 2024, we discovered that we were the victim of a cyber incident that impacted a limited portion of our network. Upon discovery, we immediately contained the incident and initiated an investigation with the assistance of third-party forensic experts. Our investigation determined that an unauthorized third party accessed our environment between February 9, 2024, and April 22, 2024, and procured some information. Although our forensics investigation could not definitively conclude the specific data procured, DISA conducted a detailed and time-intensive review of the affected files to identify the personal information contained therein. We are providing you this notice upon the recent completion of this review.

What Information Was Involved. The affected files contained your name and the following: <<data elements>>. Presently, we have no evidence of actual or attempted misuse of your personal information.

What We Are Doing. Upon discovery of the incident, we secured our environment, notified law enforcement authorities, safely restored our systems and operations, and implemented additional security measures. We are also notifying you so that you may take further steps to protect your information should you feel it appropriate to do so. In addition, we are providing you with access to [XX] months of credit monitoring and identity restoration services through Experian at no charge to you. You must enroll by [enrollment end date].

What You Can Do. Please review the enclosed “*Steps You Can Take to Help Protect Your Information*” which describes the services we are offering, how to activate them, and provides further details on how to protect yourself. We encourage you to remain vigilant against the potential for identity theft and fraud and to monitor your credit reports for any suspicious activity.

For More Information. We sincerely regret any inconvenience this incident may have caused you. If you have additional questions, you may call our dedicated assistance line 833-931-9800 (toll-free), Monday–Friday, from 9:00 a.m. to 11:00 p.m. Eastern Time, and Saturday–Sunday, 11:00 a.m. to 8:00 p.m. Eastern Time, or write to us at 11740 Katy Freeway, Suite 900, Houston, TX 77079.

Sincerely,
DISA Global Solutions, Inc.

CONFIDENTIAL, SENSITIVE, AND NOT FOR DISSEMINATION