

February xxx, 2008

**DEANS
VICE PROVOSTS
VICE CHANCELLORS
UNIVERSITY LIBRARIAN
ASSOCIATE VICE CHANCELLOR, COMMUNITY PARTNERSHIPS
ASSISTANT PROVOST, ACADEMIC PROGRAM DEVELOPMENT
EXECUTIVE DIRECTOR, ASUCLA**

RE: New Legislation Adds Medical Information and Health Insurance Information To Law that Requires Notification in the Event of a Computer Security Breach

By state law, UCLA is required to notify affected individuals if personal information such as Social Security, driver's license or credit card or other financial account numbers related to these individuals is acquired by an unauthorized person. As of January 1, 2008, the law significantly expanded the definition of personal information by including medical and health insurance information. [UCLA Policy 420](#), Notification of Breaches of Computerized Personal Information, has been revised accordingly. Please consult it for full details.

As the designated campus officials under Policy 420 with responsibility for the security of data in your respective areas, you are asked to ensure that any medical information and/or health insurance information contained in any computerized systems or electronic devices under your responsibility are included in the processes you have put into place to identify and safeguard existing personal information such as Social Security numbers.

For assistance with, or questions about this policy change, please contact the Director, IT Security, Ross Bollens (bollens@ucla.edu, or 5-9192).

Sincerely,

Jim Davis
Associate Vice Chancellor, Information Technology
Chief Information Officer

cc: Security Breach Coordinators
Directors
Department Chairs
Administrative Officers