



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #54/07

November 13, 2007

TO: All Employees

FROM: Todd Rich, Director *T. R. R.*
Department of Personnel

SUBJECT: Employee Personal Information

This weekend you may have seen media reports regarding the possibility that employee personal information may have been compromised. While the press has reported many of the facts surrounding this situation, there are important details that may not have been communicated clearly and may be cause for concern. I would like to provide some clarification in an effort to ease any concerns you may have.

When I was appointed to my position as Director in May of this year, one of my first priorities was to make sure that the Department of Personnel was following all of the appropriate statutes and regulations and working with other departments to ensure compliance with the Rules for Personnel Administration.

The State of Nevada has a practice of sending payroll data to authorized representatives in various agencies so they can reconcile each pay period (which includes just the data for their specific agency). This information has been sent on a CD beginning in August of 2004. Ensuring that our employee's personal information is secure is vitally important to me. When it became clear that we had a potential issue with this data distribution practice, I instituted the following corrective measures:

- The Payroll section has initiated the collection of CD's from 85 work locations
- To date, we have collected over 97% of the more than 13,000 CD's
- We provided policies to each work area so they understand their role in this process and how to safeguard this information
- We began password protecting the Payroll CDs in June 2007

MEMO PERD #54/07

November 13, 2007

Page 2

- Effective today, the employee social security number has been replaced by an Employee Identification Number (EIN) and will be used for this reconciliation issue

With our new EIN, we will not have this issue moving forward. Obviously, we have to continue our efforts to account for the remaining CD's. **One thing that I want to make perfectly clear is that we have no knowledge of any CD's being stolen or ending up in unauthorized hands.** At this point we cannot account for 472 CD's, which agency representative are still attempting to locate. The next step will be for each department within the State to examine their specific circumstances and determine if a breach notification is warranted. They will work with the Attorney General's Office to make this determination. If a breach has been determined, then each effected employee will be notified.

I want you to know that I am doing everything within my power to ensure that this important information is managed properly and will continue to look at our personnel practices to determine if they are appropriate and serve the needs of our employees and citizens of Nevada.

TR:vk