CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

Employer Information Circular

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Member Data Confidentiality

This circular is presented to you as a reminder on why data should be encrypted and to encourage that any additional information or new files you send in the future are encrypted.

> Section 1798.82(a) of the Civil Code reads as follows:
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> *"Any person or business that conducts business in California, and that owns or licenses computerized data that includes personal information, shall disclose any breach of the security of the system following discovery or notification of the breach in the security of the data to any resident of California whose unencrypted personal information was, or is reasonably believed to have been acquired by an unauthorized person."*

As a result, any business or organization must notify affected members in the event of a compromise to sensitive data. A notification of this type is not only costly and time consuming, but disrupts business activities and can destroy confidence in an organization. In order to minimize risk and eliminate the necessity of reporting a data security breach, CalSTRS works diligently to meet strict security controls.

Today, CalSTRS receives unencrypted data from employers stored on physical media such as floppy disk, compact disk, or cartridge tape. These types of storage media present a higher level of risk with safeguarding confidential member information.

In order to address this risk, CalSTRS strongly encourages employers to transmit such date electronically in an encrypted format. If an employer does electronically transmit data, CalSTRS requires the use of a Virtual Private Network (VPN) and File Transfer Protocol (FTP) to ensure the security of transmitted member data. Using VPN and FTP provides a level of security and reliability that enables employers to send encrypted data to CalSTRS via the Internet. If you are currently using physical media such as floppy disk, compact disk, or cartridge tape and would like to begin securely transmitting member data using VPN and FTP, CalSTRS will provide the software for you.

If you are already using FTP, please ensure all of your current files (i.e. F496, MR87, ADDR, AR, VDF) are being sent via FTP.

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If you are not using FTP, please download the required VPN and FTP software from CalSTRS.com at http://www.CalSTRS.com/Employers/DataSubmission and install it to your computer. If you do not have the username and password to access the Employer Data Submission page, CalSTRS Enterprise Initiatives and Technology Service Desk will provide one for you.

To setup a secure access account to use the VPN and FTP software please call the CalSTRS Enterprise Initiatives and Technology, Service Desk at (916) 229-HELP (4357) or go to CalSTRS.com for the following forms:

- CalSTRS Information Security, Confidentiality and Non-Disclosure Agreement for Non-State Employees (ISO 1949B)
- Remote Mainframe Access Request (OL-1133.1)
- Data Technology Services Security and Confidentiality (DTS 250)

Complete, sign, and fax the forms to (916) 229-4905 **Attention: Service Desk**.

In addition to faxing the forms, mail all original forms within three (3) days of the fax date to:

California State Teacher's Retirement System
P.O. Box 15275, MS-90
Sacramento, CA 95851-0275
Attention: Service Desk

Your account will be created within two weeks of receiving the completed forms. CalSTRS will inform you via e-mail when your account is available and will provide you with a username and password.

If you are not the appropriate contact person for this letter, please provide the correct contact information as soon as possible to the above address or send an e-mail to lorille@calstrs.com with the following information:

1. Name,
2. Title,
3. Telephone number,
4. E-mail address, and
5. Physical address.

If you have any questions regarding completing the forms, downloading the software, or obtaining a username or password, please call the CalSTRS Enterprise Initiatives and Technology, Service Desk at (916) 229-HELP (4357).