



March 28, 2019

NOTICE OF BREACH

Dear Patient or Patient Representative,

I am writing to inform you about a possible breach that occurred on February 19, 2019 affecting 5,064 patients involving the Optometry Records Room at the Gardner St. James Clinic.

On February 19, 2019 we were notified that an unauthorized individual entered the records room. As a result of this incident it is possible your information may have been compromised.

This information may include, your name, address, date of birth, medical record ID number, phone number, and reason for appointment as well as time and location of appointment.

We've made changes to increase security of your information. We want to assure you that we have policies and procedures to protect your privacy.

We recommend that you contact your financial institution to obtain information about how to contact the credit bureaus if applicable to you.

We are aware of how important you and your personal information is to you. Although we do not expect you to need the following information we are providing it for your convenience. For more resources on tax-related identity theft, visit: <https://www.irs.gov/identity-theft-fraud-scams/identity-protection>

If you have further questions and would like to speak with a Gardner Representative, please call our Toll Free Hotline: (888) 585-3053 or email us at CGardner@gfhn.org. Please **do not** send any confidential information to this email address.

Sincerely,

Wendi Hodgen

Director of Compliance/Privacy Officer
Gardner Family Health Network