

April 4, 2011

Jane Doe
0000 Anywhere Lane
Jacksonville, FL 32209

Dear «Title» «LastName»:

The University's Privacy Office was notified of a privacy incident which **was discovered on February 23, 2011**. Specifically, your UF Cardiovascular surgeon provided your name, social security number and limited medical information to a national database sponsored by the Society of Thoracic Surgeons. The database is used to provide quality assurance benchmarking data to the participants who submit data into the database so that the participants can measure their performance among their peers. The database is also used for third-party research approved by the Duke Institutional Review Board (IRB).

Although the law permits patient information to be stored in databases for both quality assurance purposes and IRB approved research, the University's policy is not to release SSN's to third parties without patient consent.

We believe the risk for misuse of your information is low. However, it is the University's practice to notify you that your personal identification information was disclosed without your consent so that you may take some protective steps if you desire. The Federal Trade Commission offers recommendations of actions you can take to safeguard your financial information which are outlined in the attached brochure.

Please note that credit agencies will not permit UF to act on your behalf regarding your credit data. We apologize for not providing you with adequate notice that your information was disclosed, and assure you that we continue to value and respect the privacy of your information.

If you have any questions, please do not hesitate to call me at the number listed above or through the Privacy Office Hotline 1-866-876-HIPA.

Sincerely,

David Behinfar, JD, LLM, CHC, CIPP