

Office of Privacy Compliance

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Gainesville, FL 32601  
352-294-8720  
[Privacy@ufl.edu](mailto:Privacy@ufl.edu)

November 18, 2025

Jane Doe  
0000 Doe Lane  
Doe, FL 00000

Dear Jane Doe,

At the University of Florida (“UF”), our patients are our priority. Our promise is to provide you with quality health care and attentive service. I am writing to let you know about an issue that involved your health information. Importantly, this issue does not involve your Social Security number, health insurance number, credit card number, or other financial information.

On October 22, 2025, UF became aware that a UF College of Nursing, Department of Biobehavioral Nursing Science staff member inadvertently disclosed your protected health information (PHI) to unauthorized individuals on October 20, 2025. When staff emailed your RADIANCE study participant flyer, carbon copy was inadvertently used instead of blind carbon copy. The health information disclosed included your email address, diagnosis/condition, name of study and study location.

To help prevent something like this from happening in the future, we have taken the necessary corrective actions with the individual involved. This employee’s actions were not consistent with their training and UF’s expectations of their performance.

Protecting patient privacy is a priority in our health system. We require staff to protect our patients’ confidentiality, and we have implemented policies and procedures designed to minimize the risk of inappropriate use or disclosure of patient health information. We continually communicate these standards to our staff to reinforce these protective measures. We respond quickly to address any suspected or proven breach of our privacy policies, and we take these matters very seriously.

We sincerely regret this event and assure you that we will continue to take steps to prevent such events from happening again. If you have any questions about this matter, please contact our office toll-free at (866) 876-4472.

Sincerely,

C. DeBose  
UF Privacy Specialist