

14840

Date

Name

Address

Address

Address

Notice of Data Breach

Dear:

**Please read this letter in its entirety.**

We recently became aware that a document with personally identifiable information was e-mailed to an unauthorized party. This information includes name, address, social security number and salary information.

**While we have no evidence that any of your personal information has been misused in any manner, we are taking appropriate precautionary measures to ensure your financial security and help alleviate concerns you may have.**

**What is <OUR COMPANY> doing to address this situation?**

<OUR COMPANY> has made immediate enhancements to our systems, security and practices. We are committed to helping those people who may have been impacted by this unfortunate situation. That's why <OUR COMPANY> is providing you with access to **Three Bureau Monitoring/Three Bureau Credit Report\*** services at no charge. These services provide you with alerts for twelve months from the date of enrollment when changes occur to any of one of your Experian, Equifax or TransUnion credit files. This notification is sent to you the same day that the change or update takes place with the bureau.

- **Triple Bureau Credit Monitoring-** provides daily credit monitoring of TransUnion, Experian & Equifax credit files with alerts
- **A Credit report from TransUnion, Experian & Equifax-** provides a one-time snapshot of credit files and scores from all three bureaus.

These services will be provided by **IDT911**, a company that specializes in identity theft education and resolution.

**How do I enroll for the free services?**

To enroll in **Credit Monitoring\*** services and to view your credit report at no charge, please log onto [https://www.myidmanager.com/promo\\_code.html](https://www.myidmanager.com/promo_code.html) and follow the instructions provided. **When prompted please provide the following unique code to receive services: <CODE HERE.>**

\* Services marked with an "\*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection and in order to confirm your identity.

To take advantage of the IDT911 services, or to obtain additional information about these services, **please call the IDT911 help line 1-800-405-6108** and supply the fraud specialist with your unique code.

**What can I do on my own to address this situation?**

If you choose not to use these services, **we are strongly urging all employees to do the following:**

**If you choose to place a fraud alert on your own, you will need to contact one of the three major credit agencies directly at:**

- **Experian (1-888-397-3742)**
- **Equifax (1-800-525-6285)**
- **Transunion (1-800-680-7289)**

**Also, should you wish to obtain a credit report and monitor it on your own:**

- **IMMEDIATELY** obtain free copies of your credit report and monitor them upon receipt for any suspicious activity. You can obtain your free copies by going to the following website: [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling them toll-free at 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204.)
- **Upon receipt of your credit report**, we recommend that you review it carefully for any suspicious activity.
- Be sure to promptly report any suspicious activity to <OUR COMPANY>

You can also obtain more information about identity theft and ways to protect yourself from the Federal Trade Commission (FTC). The FTC has an identity theft hotline: 877-438-4338; TTY: 1-866-653-4261. They also provide information on-line at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft).

**What if I want to speak with OUR COMPANY regarding this incident?**

While IDT911 should be able to provide thorough assistance and answer most of your questions, you may still feel the need to speak with [COMPANY NAME] regarding this incident. If so, please call XX at XXX-XXX-XXXX from (enter times) Eastern Standard Time, Monday through Friday.

At <OUR COMPANY> we take our responsibilities to protect your personal information very seriously. We are deeply disturbed by this situation and apologize for any inconvenience.

Sincerely,

JANE DOE  
President and CEO

\* Services marked with an "\*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection and in order to confirm your identity.

# EXHIBIT E



April 1, 2019

[REDACTED]  
[REDACTED]  
[REDACTED]

Dear [REDACTED]:

In January 2019, eMDs, Inc. (“eMDs”) acquired Aprima Medcial Software, Inc. (“Aprima”). As part of this acquisition, eMDs conducted a due diligence investigation of Aprima and learned of the September 2016 incident involving the inadvertent disclosure of employee Form W2s. During this investigation, we reviewed the information previously provided to you, and while we remain unaware of any actual or attempted misuse of information related to this incident, we would like to provide you additional information.

In follow up to our September 9, 2016 email, September 13, 2019 email, September 20, 2019 email, and December 22 ,2016 letter to you, Aprima is writing to provide you with additional information regarding the September 2016 incident involving the inadvertent disclosure of certain information relating to you. We continue to take this incident very seriously and as a reminder, we are providing you with additional information and access to resources so that you can protect your personal information, should you feel it is appropriate to do so.

The confidentiality, privacy, and security of our employee information is one of our highest priorities and we continue to take this incident very seriously. Since this incident, Aprima reinforced its stringent security measures to protect the information in our possession. As part of our ongoing commitment to the security of the information in our care, we are continuously reviewing our existing policies and procedures and safeguards to secure the information in our systems. Following this incident, we also provided additional information related to phishing email awareness and how to safeguard your information.

In our previous notices to you, we provided you information and resources to better protect against the possibility of identity theft and fraud, including complimentary access to LifeLock and IDT911 credit monitoring and identity theft restoration services and information to report this matter to the IRS.

We continue to encourage you to remain vigilant against incidents of identity theft, to review your account statements, and to monitor your credit reports and explanation of benefits forms for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

<b>Experian</b> PO Box 9554 Allen, TX 75013 1-888-397-3742 <a href="http://www.experian.com/freeze/center.html">www.experian.com/freeze/center.html</a>	<b>TransUnion</b> P.O. Box 2000 Chester, PA 19016 1-888-909-8872 <a href="http://www.transunion.com/credit-freeze">www.transunion.com/credit-freeze</a>	<b>Equifax</b> PO Box 105788 Atlanta, GA 30348-5788 1-800-685-1111 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>
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In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your credit file report, based upon the method of the request. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with the process by which you may remove the security freeze, including an authentication mechanism. Upon receiving a direct request from you to remove a security freeze and upon receiving proper identification from you, the consumer reporting agency shall remove a security freeze within one (1) hour after receiving the request by telephone for removal or within three (3) business days after receiving the request by mail for removal.

As an alternative to a security freeze, you have the right to place an initial or extended "fraud alert" on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

<b>Experian</b> P.O. Box 2002 Allen, TX 75013 1-888-397-3742 <a href="http://www.experian.com/fraud/center.html">www.experian.com/fraud/center.html</a>	<b>TransUnion</b> P.O. Box 2000 Chester, PA 19016 1-800-680-7289 <a href="http://www.transunion.com/fraud-victim-resource/place-fraud-alert">www.transunion.com/fraud-victim-resource/place-fraud-alert</a>	<b>Equifax</b> P.O. Box 105069 Atlanta, GA 30348 1-888-766-0008 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>
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Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

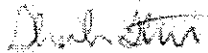
You can also further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, your state Attorney General, or the Federal Trade Commission (FTC). The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; [www.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (877-438-4338); and TTY: 866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can also obtain further information on how to file such a

complaint by way of the contact information listed above. Instances of known or suspected identity theft should also be reported to law enforcement, the FTC, and the Massachusetts Attorney General.

We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, please call Aprima at 855-969-3381. You may also write to us at 1010 E. Arapaho Road, Richardson, TX 75081.

We take the privacy and security of the personal information in our care seriously, and sincerely regret any inconvenience or concern this incident may cause you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sheila Stine".

Sheila Stine, JD  
Chief Legal Counsel  
Aprima Medical Software, Inc.