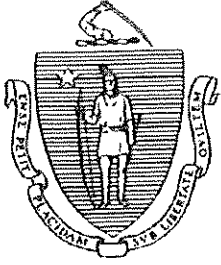


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EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF DEVELOPMENTAL SERVICES
COMMONWEALTH OF MASSACHUSETTS
1000 WASHINGTON STREET, BOSTON, MA 02118

(617) 727-5608
www.mass.gov/dds

MAURA T. HEALEY
GOVERNOR

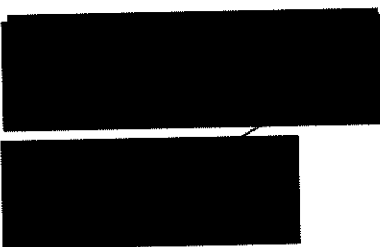
KATHLEEN E. WALSH
SECRETARY

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

JANE F. RYDER
COMMISSIONER

August 3, 2023

By First Class Mail



Re: Unauthorized Acquisition or Disclosure of Protected Health Information

Dear Messrs. [REDACTED]:

I am writing to notify you of an incident in which the protected health information ("PHI") for [REDACTED] that was held by the Department of Developmental Services ("DDS") was disclosed without your authorization. This information was in hard copy form, and included [REDACTED] full name, address, social security number, Medicaid number, and information about [REDACTED] health and services. The Department learned of this incident on July 18, 2023. The documents containing this information were recovered by the Department on July 21, 2023.

I wish to apologize for any inconvenience or concern this has caused you and encourage you to contact me should you have any questions. When we spoke last week I inadvertently provided you with inaccurate information about the Department's obligation to arrange for credit monitoring services; you may arrange for credit monitoring in the event you think it is appropriate. I have included below required information regarding credit and security freezes should you have concerns regarding identity theft or other unauthorized use of his personal information.

Required Notification – HIPAA, M.G.L. c. 93H

In accordance with the Health Insurance Portability and Accountability Act ("HIPAA"), DDS is required to notify you of the unauthorized disclosure of PHI. Under Massachusetts law, you have the right to obtain any police report filed regarding this incident. If there has been an instance of identity theft, you have the right to file a police report and obtain a copy of it. I have included the

required notifications below should you have concerns regarding identify theft or other inappropriate use of identity or credit.

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 may also place a security freeze on your credit reports, free of charge. A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You must place your request for a freeze with each of the three major consumer reporting agencies:

Equifax (www.equifax.com);
Experian (www.experian.com); and
TransUnion (www.transunion.com).

To place a security freeze on your credit report, you may send a written request by regular, certified or overnight mail at the addresses below. You may also place a security freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
1-800-349-9960
<https://www.equifax.com/personal/credit-report-services/>

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
1-888-397-3742
<https://www.experian.com/freeze/center.html>

TransUnion Security Freeze
P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
<https://www.transunion.com/credit-freeze>

In order to request a security freeze, you will need to provide some or all of the following information to the credit reporting agency, depending on whether you do so online, by phone, or by mail:

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, the addresses where you have lived over the prior five years;

5. Proof of current address, such as a current utility bill, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. Social Security Card, pay stub, or W2;
8. 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 report, based upon the method of your request. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password (or both) that can be used by you to authorize the removal or lifting of the security freeze. It is important to maintain this PIN/password in a secure place, as you will need it to lift or remove the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze, as well as the identities of those entities or individuals you would like to receive your credit report. You may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above.

The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for request made by mail) after receiving your request to lift the security freeze for those identified entities or for the specified period of time. To remove the security freeze, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.

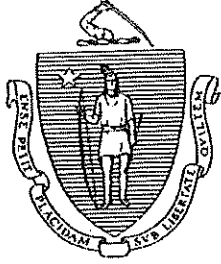
Please be assured that the Department takes the obligation to protect the personal and protected health information of the individuals we serve very seriously.

If you should have any concerns or questions regarding any of guidance in this letter please do not hesitate to contact me at (857) 321-0189 so that I may assist you.

Sincerely,



Erin G. Brown
Deputy General Counsel, Privacy and Records



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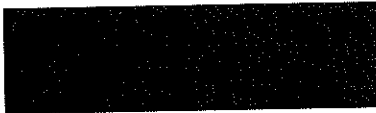
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