



*A comprehensive
resource for children
with disabilities*

Compliance and Internal Audit

February 6, 2024

Office of the Attorney General
Attn: Security Breach Notification
200 St. Paul Place
Baltimore, MD 21202



On January 23, 2024, we received notification that a parent of a patient received another patient's documents in error. Upon investigation, it was discovered that an employee sent documents via DocuSign to the wrong recipient. The documents sent in error included a driver's license, health insurance card, and treatment consent forms. The DocuSign folder was subsequently voided, and the documents are no longer accessible but had been accessed prior to the folder being voided.

While we have no reason to believe that this information has been or will be misused, we have erred on the side of caution and notified the family. Attached please find the notification.

Please do not hesitate to contact me if you have any questions or require any additional information.

Sincerely,

JoAnn Kubica
Privacy Officer
(443) 923-1843

February 6, 2024

[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

I am writing to inform you that Kennedy Krieger Institute (the "Institute") became aware of an incident involving your information and information about your son [REDACTED] on January 23, 2024. An unauthorized disclosure occurred when an employee accidentally scanned documents via DocuSign to the wrong recipient. The DocuSign folder has since been voided and these documents are no longer accessible. While we have no reason to believe that this information has been, or will be misused, we are notifying you out of an abundance of caution. Please be advised that the Institute uses all reasonable efforts to maintain the privacy of our patients' information as required by law and consistent with our mission. Despite our best efforts, this incident occurred.

The information released contained the following information:

- Your son's name
- Your son's date of birth
- Your son's medical record number
- Your driver's license
- Your son's insurance card

Personal information which was **NOT** included:

- Social security number
- Account number
- Diagnostic information

With regards to the personal information disclosed, we are notifying you so that you may be vigilant and take appropriate steps to protect your information and [REDACTED] information. One precaution we recommend is for you to request a free credit report from one or more of the three national credit bureaus by calling the toll free number 1-877-322-8228.

The credit bureaus may also be contacted at:

Equifax
P.O. Box 740241
Atlanta, GA 30374
1-800-685-1111

Experian
P.O. Box 9554
Allen, TX 75013
1-888-397-3742

TransUnion
P.O. Box 1000
Chester, PA 19022
1-800-888-4213

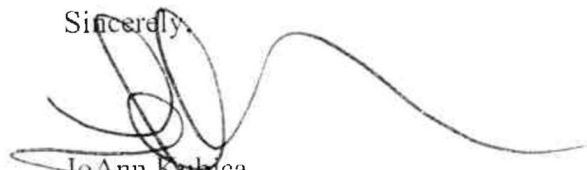
If the credit bureaus are not responsive to your requests, you may contact the State of Maryland Division of Financial Regulation at 410-330-6830.

For additional information about Identity Theft, including how to place a "fraud alert" with the credit reporting agencies, visit the Federal Trade Commission online at www.ftc.gov or call toll free to 1-877-438-4338. Also, information can be found on the website for the Maryland Attorney General's Office at www.oag.state.md.us/consumer/idtheft.htm.

The Kennedy Krieger Institute takes personal and protected health information and security very seriously. To prevent further security breaches or losses, we have established policies to prevent this from recurring in the future.

We apologize for any inconvenience this situation may cause, but we believe it is important for you to be fully informed of any potential risk. We sincerely apologize and regret that this situation has occurred. If you have any questions or concerns about this information, please contact me.

Sincerely,



JoAnn Kubica
Privacy Officer
(443) 923-1843