

Hello,

I am writing to inform you of a breach of private health information that occurred due to an email sent on Friday, January 31, 2025, entitled "Alignable Issue/Request." This email was mistakenly sent without blind copying the recipients, thereby inadvertently sharing email addresses and potentially linked names of current and/or past clients. This email was sent to a total of 941 contacts from my Google Workspace email, some of which were current or past clients of my practice. I have a total of 207 past and/or current clients within my EHR that would have been included on this email.

Upon finding out that I did not blind copy the initial email, I sent an email to the list of clients notifying them of breach of private health information and included steps to follow. I also deleted access within the Alignable app/account to my Google Workspace contacts and de-activated the account.

After speaking with my liability insurance provider this morning, I would like to send this second email to initial recipients detailing steps to take. Below is the email. Please let me know if any additional information needs to be included or if there are additional steps to take on my end.

Subject: Important Notice: Potential Breach of Private Health Information

Hello,

I am writing to inform you of a potential breach of private health information that occurred due to an email sent on Friday, January 31, 2025, entitled "Alignable Issue/Request." This email was mistakenly sent without blind copying the recipients, thereby inadvertently sharing email addresses and potentially linked names of current and/or past clients.

I sincerely apologize for this oversight and any concern it may cause. Protecting your privacy and personal information is of utmost importance to us. I am taking immediate steps to address this issue and prevent any future occurrences.

Immediate Action Required:

1. If you received the initial email, please permanently delete it from your inbox and trash folders.
2. For current or past clients, I recommend taking additional steps to safeguard your information. You

may contact the following credit-reporting agencies to monitor your credit and protect against identity theft:

- Equifax: 1-800-525-6285
- Experian: 1-888-397-3742
- TransUnion: 1-800-680-7289

For further guidance on identity theft prevention, you can reach out to:

- Federal Trade Commission (FTC):
 - Toll-Free: 1-877-438-4338
 - Address: 600 Pennsylvania Avenue, NW, Washington, DC 20580
 - Website: <http://www.ftc.gov>
- Maryland Office of the Attorney General (OAG):
 - Toll-Free: 1-888-743-0023
 - Address: 200 St. Paul Place, Baltimore, MD 21202
 - Website: <http://www.marylandattorneygeneral.gov>

Steps I am taking:

- I have deleted the address book in Alignable and deactivated the Alignable account to prevent further unauthorized sharing of information.
- I am implementing advanced security measures to ensure the protection of private health information, including enhanced data encryption.

I deeply regret any inconvenience this incident may have caused and am committed to maintaining your trust. Should you have any questions or require further assistance, please do not hesitate to contact me directly by phone at (410) 213-3633.

Thank you for your understanding and cooperation.

Sincerely,

Dr. Kara Koenig, PsyD
Owner and Licensed Psychologist
K2 Psych Services
(410) 213-3633

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Kara R. Koenig, PsyD (she/her)
Licensed Psychologist
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Phone: 410-213-3633

Confidentiality Notice: This email and any attachments are intended solely for the use of the individual or entity to whom they are addressed and may contain confidential and privileged information. Please be aware that this email is not encrypted, and while we strive to protect your privacy, there is a risk that