

April 19, 2012

[Name of Recipient]
[Street Address]
[City/State/Zip]



Dear [NAME OF RECIPIENT]:

For more than 27 years, Desert AIDS Project (D.A.P.) has been committed to providing comprehensive health care and other services to its clients. As part of that commitment, D.A.P. strives to protect the security and confidentiality of its client records. I am writing to inform you of an information security incident that may affect you, and to share with you the steps that D.A.P. is taking to address it.

On Thursday, April 12, 2012, a thief gained unauthorized access to D.A.P.'s offices and stole the computer assigned to the receptionist. We reported the incident to the Palm Springs Police Department promptly after discovering the theft the next morning. D.A.P. is cooperating fully in the investigation.

In addition to notifying the police, we promptly conducted an internal investigation to identify the information stored on the computer. Fortunately, the computer did not contain any medical details and is protected by a strong password. The computer also did not contain any personally identifying information, such as Social Security number, driver's license number, credit or debit card number, or health insurance or other account number. However, the computer did contain a spreadsheet which included client name, assigned staff person, client status (active, discharged, etc.), internal client identification number, and date of birth. The spreadsheet itself does not include D.A.P.'s name. Other documents stored on the stolen computer may reveal its connection to D.A.P.

We have no reason to believe that the thief stole the computer to obtain the information stored on it. The computer was not used by our professional or accounting staff. Consequently, the computer would not be a likely target for someone seeking information that could be used for an improper purpose.

Rest assured that we are proactively responding to this incident. We are conducting a comprehensive review of our security procedures. We already have taken steps to enhance security at our site and will take additional steps, as necessary, in light of our on-going review.

I deeply regret that we need to inform you of this incident, and I apologize to you. If you have any questions about this incident, please do not hesitate to call us at 760-969-5746 or send us an e-mail at info@desertaidproject.org.

Sincerely,

A handwritten signature in blue ink, appearing to be "D. Brinkman".

David Brinkman, MBA
CEO, Desert AIDS Project
Firmwide:110549820.1 058623.1000

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www.desertaidproject.org