



[Patient Name]  
[Patient Address]

Dear [Patient]:

We are sending this letter to you as part of UMMA's commitment to patient privacy. We take patient privacy very seriously, and it is important to us that you are made fully aware of a potential privacy issue. We have learned that your personal information, including name, date of birth may have been compromised.

On July 1<sup>st</sup> 2020, it was discovered that a former employee sent a secured file to their personal email address. However, we have not received any indication that the information has been accessed or used by any unauthorized individual and have a signed statement from the former employee that they destroyed the electronic file. We have also taken measures and made additions to our policies and procedures to protect against similar events in the future.

We understand that this may pose an inconvenience to you. We sincerely apologize and regret that this situation has occurred. UMMA is committed to providing quality care, including protecting your personal information, and we want to assure you that we have policies and procedures to protect your privacy.

If you have any questions, please contact us in the following ways: by calling UMMA Staff member Tony Thompson at the following phone number 323-686-7719 between the hours of 9AM-5PM, Monday through Friday or by sending an email to [asked@ummaclinic.org](mailto:asked@ummaclinic.org).

We apologize for the inconvenience,

UMMA Community Clinic