

Return Mail Processing  
PO Box 589  
Claysburg, PA 16625-0589

June 24, 2022

i0189-L02-0000002 T00001 P001 \*\*\*\*\*SCH 5-DIGIT 12345



SAMPLE A SAMPLE - L02 DC  
APT ABC  
123 ANY STREET  
ANYTOWN, ST 12345-6789



### **NOTICE OF DATA BREACH**

Dear Sample A. Sample:

We are writing to inform you of a data security incident that may have involved a limited amount of your personal information. The Pandemic Response Lab (“PRL”) provides Covid-19 employee testing services and has determined that a document containing your information may have been accessible to unauthorized parties. This notice describes what we know, steps we have taken in response to the incident, and additional actions you may wish to take to protect yourself.

#### **WHAT HAPPENED?**

On or about March 2, 2022 PRL discovered that a document may have been accessible to individuals that had the link to the document, even if they were not authorized to see it. After learning about the incident, PRL promptly opened an investigation and took corrective action to restrict access to the document. The document may have been accessible on or about September 6, 2021, until the date the issue was identified on or about March 2, 2022.

#### **WHAT INFORMATION WAS INVOLVED?**

Information in the affected document may have included your name, email address, mailing address, date of birth, covid test requisition number and notes regarding processing of the test. Your financial information, Social Security Number, test results, and health insurance information were not involved.

#### **WHAT WE ARE DOING**

We take our responsibility to safeguard your personal information seriously and remain committed to protecting patient privacy and security. We have investigated and addressed the matter, including making further enhancements to our privacy safeguards to help ensure this does not happen in the future.

#### **WHAT YOU CAN DO**

We have identified no evidence of fraud related to this incident. However, it is always a good idea to monitor your records for any unusual activity or irregularities. Please refer to the enclosure to this letter, which provides additional information on steps you can take to protect yourself.

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**FOR MORE INFORMATION**

Again, we regret any inconvenience this incident may cause. If you have any questions or need additional information, please call (833) 281-4832 toll-free Monday through Friday from 8 am – 10 pm Central, or Saturday and Sunday from 10 am – 7 pm Central (excluding major U.S. holidays). Be prepared to provide engagement number B054009.

Sincerely,

*CJ Ener*

CJ Ener, Chief Operating Officer  
Pandemic Response Lab

Enclosures

## Enclosure: Additional Resources

You can place a free “Fraud Alert” on your credit file. Fraud Alert messages notify potential credit grantors to verify your identification before extending credit in your name in case someone is using your information without your consent. A Fraud Alert can help you learn of fraudulent activity related to your credit report. To place a Fraud Alert, you only need to contact one of the following three nationwide credit reporting agencies. As soon as the credit reporting agency sends you a confirmation that your Fraud Alert has been set up, they will forward your alert request to the other two nationwide credit reporting agencies. The contact information for the three nationwide credit reporting agencies is below.

Equifax PO Box 740256 Atlanta, GA 30374 <a href="http://www.equifax.com/personal/credit-report-services/credit-fraud-alerts/">www.equifax.com/personal/credit-report-services/credit-fraud-alerts/</a> 1-800-525-6285	TransUnion PO Box 2000 Chester, PA 19016 <a href="http://www.transunion.com/fraud">www.transunion.com/fraud</a> 1-800-680-7289	Experian PO Box 4500 Allen, TX 75013 <a href="http://www.experian.com/fraud">www.experian.com/fraud</a> 1-888-397-3742
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You can also request a free Security Freeze (a.k.a. “Credit Freeze”) on your credit file by contacting each of the three nationwide credit reporting companies via the channels outlined below. When a Credit Freeze is added to your credit report, third parties, such as credit lenders or other companies, whose use is not exempt under law, will not be able to access your credit report without your consent. A Credit Freeze can make it more difficult for someone to get credit in your name; however, please be aware that it also may delay your ability to obtain credit. The contact information for the three credit reporting agencies is below.

Equifax Security Freeze PO Box 105788 Atlanta, GA 30348 <a href="https://www.equifax.com/personal/credit-report-services/credit-freeze/">www.https://www.equifax.com/personal/credit-report-services/credit-freeze/</a> 1-800-349-9960	TransUnion Security Freeze PO Box 2000 Chester, PA 19016 <a href="http://www.transunion.com/credit-freeze">www.transunion.com/credit-freeze</a> 1-888-909-8872	Experian Security Freeze PO Box 9554 Allen, TX 75013 <a href="http://www.experian.com/freeze">www.experian.com/freeze</a> 1-888-397-3742
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To request a Credit Freeze, you may need to provide the following information:

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 or telephone bill; and
6. A legible photocopy of a government issued identification card (e.g., state driver’s license or ID card, military identification, etc.)

You may also contact the FTC at the contact information below to learn more about the steps you can take to protect yourself.

**Federal Trade Commission**  
Consumer Response Center  
600 Pennsylvania Avenue NW  
Washington, DC 20580  
1.877.FTC.HELP (382.4357)  
<https://www.identitythefc.gov/>

You may also contact DC Office of the Attorney General at the contact information below:

**Office of the Attorney General for the District of Columbia**  
400 6th Street, NW  
Washington, DC 20001  
Phone: (202) 727-3400  
Email: [oag@dc.gov](mailto:oag@dc.gov)



