

Brooklyn Counseling Services
Secure Processing Center
P.O. Box 3826
Suwanee, GA 30024

Postal Endorsement Line

<<Full Name>>

<<Address 1>>

<<Address 2>>

<<Address 3>>

<<City>>, <<State>> <<Zip>>

<<Country>>

***Postal IMB Barcode

<<Date>>

Re: Notice of Vendor Data Breach

Dear <<Full Name>>:

We are writing to inform you about a recent incident experienced by one of our electronic medical records (EMR) vendors that may have involved some of your personal information, which Brooklyn Counseling Services provided to the vendor. While we are unaware of any attempted or actual misuse of any information involved in this incident, we are providing you with information about the incident and steps you can take to protect yourself, should you feel it necessary.

What Information Was Involved? The affected files contained your name and the following: <<Data Elements>>. Presently, there is no evidence or indication of actual or attempted misuse of your personal information.

What Is Being Done? Upon discovery of the incident, the vendor safely restored its systems and operations, notified law enforcement, and has been cooperating with the ongoing law enforcement investigation. The vendor has taken additional steps to harden the security of its systems and networks. We are also notifying you in case you decide to take further steps to protect your information should you feel it appropriate to do so. In addition, we are providing you with access to 24 months of credit monitoring and identity restoration services through Epiq at no charge to you. You must enroll by <<Enrollment Deadline>>.

What You Can Do? Please review the enclosed “*Steps You Can Take to Help Protect Your Information*” which provides further details on how to protect yourself. We encourage you to remain vigilant against the potential for identity theft and fraud and to monitor your credit reports for any suspicious activity.

For More Information. We sincerely regret any issue this incident may have caused you. If you have additional questions, you may call our dedicated assistance line 888-752-8330 (toll-free), Monday–Friday, from 9:00 a.m. to 9:00 p.m. Eastern Time, or write to us at Attn: <<Var Data 1/Entity Contact>>.

Sincerely,
Brooklyn Counseling Services