



August 22, 2017
To whom it may concern:

We regret to inform you that The Human Development Center has discovered a breach of your protected health information from our Two Harbors Location. We became aware of this breach on May 11, 2017. We believe that information on the attached document could have been briefly accessed when a file cabinet containing protected health information was obtained by another non-healthcare organization on May 10, 2017.

We have investigated how this breach happened by working with our workforce members of the Two Harbors Office and the individuals who received the file cabinet containing the information. We are confident that there is low risk to your information and no further misuse of information will occur as we received the contents of the file cabinet on May 10, 2017.

We are committed to lessen the harm this may cause you by creating new processes for the disposal of information and educating our workforce. Since the information that was released was minimal, we feel that there is low risk that any harm could come, but wanted to notify you of this issue. If you choose to monitor your credit reporting to ensure that no concerns arise, here are some options for your added protection:

Register a fraud alert with the three credit bureaus listed here; and order credit reports:

- Experian: (888) 397-3742; www.experian.com; PO Box 9532, Allen, TX 75013
- TransUnion: (800) 680-7289; www.transunion.com; Fraud Victim Assistance Division, PO Box 6790, Fullerton, CA 92834-6790
- Equifax: (800)525-6285; <http://www.equifax.com>; PO 740241, Atlanta, GA 30374-0241

To protect against such breaches in the future, the Human Development Center has implemented policies and procedures for when office locations are changing. In addition, we have added a responsible individual for each office location change whom will ensure that all protected health information is removed from the office. We have also provided additional training and information to the proper workforce members at the Human Development Center.

We apologize any inconvenience this may have caused you. We are committed to keeping your information safe and protected from any future data breaches.

Please do not hesitate to call (888) 412-9764 with any questions or concerns.

Sincerely,

Jim Getchell
Executive Director
Human Development Center

HDC's mission is to lead our communities by providing integrated, culturally respectful mental health and addiction services that foster hope, self-determination, and recovery. Our focus on serving those most in need improves the quality of life for all.

www.humandevlopmentcenter.org

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1401 East First Street
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218-728-4491

Carlton County Office
40 11th Street
Cloquet, MN 55720
218-879-4559

Douglas County Office
1500 North 34th Street
Superior, WI
715-392-8216

Cook County Office
1807 West Highway 61
Grand Marais, 55604
218-387-9444

Lake County Office
629 First Avenue
Two Harbors, MN 55616
218-834-5520

HDC Foundation
1401 East First Street
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218-302-8717

