

## **REPORTING AND NOTIFYING PATIENTS OF SECURITY BREACHES**

### **Policy Statement**

It is the policy of this office to be in full compliance with Florida's Breach Notification Law found in Florida Statute Section 817.5681. This office will take all reasonable steps to protect the personal information of patients and its employees.

### **Procedure**

"Personal information" means an individual's first name, first initial and last name, or any middle name and last name, in combination with any or more of the following data elements when the data elements are not encrypted:

- Social Security Number
- Driver's license number or Florida Identification Card Number
- Account number, credit-card number, or debit-card number, in combination with any required security code, access code, or password that would permit access to an individual's financial accounts.

"Breach" or "breach of the security system" means the unlawful and unauthorized acquisition of computerized data that materially compromises the security, confidentiality, or integrity of personal information maintained by this office.

Any employee who knows or reasonably believes that a breach in the office's computer security which materially compromises a patient's or employee's "personal information" will report such incidents to the owner or his/her designee. The owner or designee shall be responsible for determining whether a breach of security of data has occurred and whether notification to individuals is required. **This decision should be made in consultation with this office's professional and/or business liability carrier to determine whether notification is required and if so, the proper manner in which to do so.**