



Office of the Senior Vice President for Administration
Privacy Office

PO Box 100014
Gainesville, FL 32610-0014

February 17, 2009

Jane Doe
0000 Anywhere Lane
Gainesville, FL 32610

Dear Ms. Doe:

Recently, the University's Privacy Office was notified of a privacy incident, which was detected during normal operations on January 14, 2009. Specifically, information was found which indicated that an unauthorized person had access to a system that included names and Social Security Numbers. The University conducted an investigation of the incident over the next two weeks and concluded a data breach occurred.

Although we have no evidence that any personal information was exposed, Florida Law requires us to notify you whenever Social Security Numbers are involved. We believe the risk of anyone obtaining the information for identity theft or other unlawful purposes is extremely low. However, if you wish to take steps to safeguard your financial information, we suggest that you follow the Federal Trade Commission recommendations, which are outlined in the attached brochure.

Please note credit agencies will not permit the University to act on your behalf regarding your credit data. A police report number may be required by the credit agencies; the University Police Stolen Property Report number for this incident is: UFPD09OFF000159. Additional information is also available on our website at <http://privacy.ufl.edu>. If you have questions about this incident, you may call our toll-free number, 1-877-657-9133.

We take the safeguarding of personal information very seriously. We deeply regret this event, and assure you we are working hard to prevent such incidents from happening again.

Sincerely,

Susan A. Blair, MSJ, MBA, CIPP, CIA
Chief Privacy Officer, University of Florida