

April 9, 2014

Re: RSA 359-C:19 et seq.

Office of the Attorney General
State of New Hampshire
33 Capitol Street
Concord NH 03301

To Whom It May Concern:

This letter shall serve to notify the New Hampshire Office of the Attorney General that Littleton Regional Hospital has become aware of a security breach of computerized personal information regarding an employee.

In response to information received from an employee self-reporting an accidental disclosure on February 10, 2014, we initiated an investigatory audit of our computer system. This employee self-reported that she had accidentally sent information regarding another employee's sick leave and disability coverage to our house-wide email distribution group instead of solely to the intended recipient. The employee immediately attempted to recall the email message, but the recall was not wholly successful. Through our investigation, we determined that the recall was unsuccessful for a number of mailboxes within our distribution list. A follow-up email was sent to the entire distribution group requesting that any unsuccessfully recalled messages be destroyed immediately. This was an inadvertent disclosure with no malicious intent, and appropriate education was provided to the staff person in question immediately thereafter. Pursuant to New Hampshire RSA 359-C:19 *et seq.*, we are providing you with notice of this apparent security breach. Written notice of the security breach was provided to the affected patient, and a copy of this letter will also be provided to the individual subject to the breach.

Please do not hesitate to contact me directly by calling (603) 444-9280 should you have any questions regarding this matter.

Sincerely,



Linda Gilmore, RN, BSN, CHC, CPHRM
Chief Administrative Officer/Chief Nursing Officer
Littleton Regional Hospital

KvB