



DATA MEDIA ASSOCIATES, LLC®

C/O Return Mail Processing Center  
P.O. Box 989728  
West Sacramento, CA 95798-9728

<<First Name>> <<Last Name>>  
<<Address1>>  
<<Address2>>  
<<City>>, <<State>> <<Zip>>

August 23, 2023

Subject: Notice of Data <<Incident Type>>

Dear <<First Name>> <<Last Name>>,

Data Media Associates, LLC (“DMA”) is writing to inform you of a recent data security incident that may have affected your protected health information. DMA is one of an estimated 2,500 organizations worldwide recently affected by the MOVEit software vulnerability. If you are not familiar with DMA, we work with healthcare organizations<<, including CLIENTNAME>> to provide printing, mailing, and other healthcare billing fulfillment services. Please read this letter carefully as it contains information regarding the incident and steps you can take to help protect your information.

**What Happened?** In June 2023, DMA became aware of an alert issued by the Cybersecurity and Infrastructure Security Agency (“CISA”) addressing a critical vulnerability affecting MOVEit Transfer, a managed file transfer solution used widely by businesses and government agencies, including DMA, to securely transfer data. After becoming aware of the alert, DMA took immediate steps to patch its MOVEit system in accordance with the developer’s instructions. DMA thereafter undertook a comprehensive investigation with the assistance of leading external experts to learn more about the scope of any potentially affected data. Our investigation concluded on June 30, 2023, and revealed that certain data stored within MOVEit may have been acquired without authorization. Since that time, we have been working diligently to provide notice to our partner organizations and gather information needed to provide notification to potentially affected individuals.

**What Information Was Involved?** The information involved in this incident may have included your <<Variable 3: Data Elements>>.

**What We Are Doing.** As soon as DMA discovered this incident, the above described steps were taken. We have taken all remediation measures recommended by the MOVEit software developers. DMA will also be evaluating additional safeguards that can be put in place to further enhance the security of the data entrusted to us.

**What You Can Do:** You can follow the recommendations on the following page to help protect your protected health information. You should also review your account statements and explanation of benefits forms and report any errors or activity you do not recognize to your insurance carrier.

**For More Information:** Further information on protecting your information appears on the following page. If you have questions about this issue, please call the dedicated call center for this incident at (888) 979-0013 from 9:00 AM to 9:00 PM Eastern Time, Monday through Friday (excluding holidays). Call center representatives are fully versed on this incident and can answer your questions.

DMA takes the privacy and security of individual information very seriously. Our sincerest apologies for any worry or inconvenience this may have caused you.

Sincerely,

*Cleve Shultz*

Cleve Shultz  
CEO/President  
Data Media Associates, LLC  
1295 Old Alpharetta Road  
Alpharetta, GA 30005

## STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

**Review Your Account Statements and Notify Law Enforcement of Suspicious Activity:** As a precautionary measure, we recommend you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidents of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

**Copy of Credit Report:** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com), calling toll-free 1-877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You also can contact one of the following three national credit reporting agencies:

**Equifax**

P.O. Box 105851  
Atlanta, GA 30348  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

**Experian**

P.O. Box 9532  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

**TransUnion**

P.O. Box 1000  
Chester, PA 19016  
1-800-916-8800  
[www.transunion.com](http://www.transunion.com)

**Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and stays on your credit file for at least one year. The alert informs creditors of possible fraudulent activity within your report and requests the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at [www.annualcreditreport.com](http://www.annualcreditreport.com).

**Security Freeze:** You have the right to put a security freeze on your credit file for up to one year at no cost. This prevents new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you, including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or Attorney General in your state.

**Federal Trade Commission**

600 Pennsylvania Ave, NW  
Washington, DC 20580  
[consumer.ftc.gov](http://consumer.ftc.gov)  
1-877-438-4338

**New York Attorney General**

Bureau of Internet and Technology Resources  
28 Liberty Street  
New York, NY 10005  
[ag.ny.gov](http://ag.ny.gov)  
1-212-416-8433 / 1-800-771-7755

**Maryland Attorney General**

St. Paul Plaza  
200 St. Paul Place  
Baltimore, MD 21202  
[marylandattorneygeneral.gov](http://marylandattorneygeneral.gov)  
1-888-743-0023

**Texas Attorney General**

Bureau of Internet and Technology Resources  
300 W. 15th Street  
Austin, TX 78701  
[texasattorneygeneral.gov](http://texasattorneygeneral.gov)  
1-800-621-0508

**North Carolina Attorney General**

9001 Mail Service Center  
Raleigh, NC 27699  
[ncdoj.gov](http://ncdoj.gov)  
1-877-566-7226

**Rhode Island Attorney General**

150 South Main Street  
Providence, RI 02903  
[riag.ri.gov](http://riag.ri.gov)  
1-401-274-4400

**Virginia Attorney General**

202 North Ninth Street  
Richmond, VA 23219  
[oag.state.va.us](http://oag.state.va.us)  
1-804-786-2071

**Washington D.C. Attorney General**

400 S 6th Street, NW  
Washington, DC 20001  
[oag.dc.gov](http://oag.dc.gov)  
1-202-727-3400

**You also have certain rights under the Fair Credit Reporting Act (FCRA):** These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA and your rights pursuant to the FCRA, visit [www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf](http://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf).

**Personal Information of a Minor:** You can request that each of the three national consumer reporting agencies perform a manual search for a minor's Social Security number to determine if there is an associated credit report. Copies of identifying information for the minor and parent/guardian may be required, including birth or adoption certificate, Social Security card, and government issued identification card. If a credit report exists, you should request a copy of the report and immediately report any fraudulent accounts to the consumer reporting agency. You can also report any misuse of a minor's information to the FTC at <https://www.identitytheft.gov/>. For more information about Child Identity Theft and instructions for requesting a manual Social Security number search, visit the FTC website: <https://www.consumer.ftc.gov/articles/0040-child-identity-theft>. Contact information for the three national credit reporting agencies is above.