

<b>DEPARTMENT:</b> Information Protection and Security	<b>POLICY DESCRIPTION:</b> Kentucky – Breach of Security of Computerized Unencrypted Personally Identifiable Information
<b>PAGE:</b> 1 of 3	<b>REPLACES POLICY DATED:</b>
<b>EFFECTIVE DATE:</b> January 1, 2022	<b>REFERENCE NUMBER:</b> IP.DP.KY.016
<b>APPROVED BY:</b> Ethics and Compliance Policy Committee	

**SCOPE:** All Company-affiliated facilities in the Commonwealth of Kentucky, including, but not limited to, hospitals, ambulatory surgery centers, home health agencies, hospice agencies, imaging and oncology centers, physician practices, shared services centers and corporate departments, Groups, Divisions and Markets (collectively Kentucky Affiliates).

**PURPOSE:** To provide guidance regarding workforce members’ responsibility related to procedures and protocols for identifying and responding to a breach of security of computerized unencrypted personally identifiable information. To establish the requirements for each Company-affiliated facility in Kentucky to protect computerized personal information as required by Kentucky Revised Statutes Section 365.732.

**POLICY:**

- A. Any information holder shall disclose any breach of the security of the system, following discovery or notification of the breach in the security of the data, to any resident of Kentucky whose unencrypted personal information was, or is reasonably believed to have been, acquired by an unauthorized person.
- B. The disclosure shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in subsection (3) of this section, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.
- C. Any information holder that maintains computerized data that includes personally identifiable information that the information holder does not own shall notify the owner or licensee of the information of any breach of the security of the data as soon as reasonably practicable following discovery, if the personally identifiable information was, or is reasonably believed to have been, acquired by an unauthorized person.
- D. The notification required by this section may be delayed if a law enforcement agency determines that the notification will impede a criminal investigation. The notification required by this section shall be made promptly after the law enforcement agency determines that it will not compromise the investigation.
- E. The requirements in this policy are in addition to, and not in the place of, any requirements under Health Insurance Portability and Accountability Act (HIPAA) and all other Federal laws, regulations and interpretive guidelines, as well as Facility policies promulgated thereunder.

**PROCEDURE:**

The Facility Privacy Officials (FPOs), Facility Information Security Officials (FISOs), and Directors of Information Security Assurance (DISAs) shall be immediately notified of any known or suspected breach of security of computerized unencrypted personally identifiable information. They shall consult with Operations Counsel to determine whether notification is required under HIPAA or under this policy pursuant to Kentucky law.

<b>DEPARTMENT:</b> Information Protection and Security	<b>POLICY DESCRIPTION:</b> Kentucky – Breach of Security of Computerized Unencrypted Personally Identifiable Information
<b>PAGE:</b> 2 of 3	<b>REPLACES POLICY DATED:</b>
<b>EFFECTIVE DATE:</b> January 1, 2022	<b>REFERENCE NUMBER:</b> IP.DP.KY.016
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Notice

If notification is required under Kentucky law, then notice to affected Kentucky residents may be provided by one (1) of the following methods: (a) Written notice; (b) Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures set forth in 15 U.S.C. sec. 7001; or (c) Substitute notice, if the information holder demonstrates that the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000), or that the affected class of subject persons to be notified exceeds five hundred thousand (500,000), or the information holder does not have sufficient contact information. Substitute notice shall consist of all of the following: 1. E-mail notice, when the information holder has an e-mail address for the subject persons; 2. Conspicuous posting of the notice on the information holder's website page, if the information holder maintains a website page; and 3. Notification to major statewide media.

An information holder that maintains its own notification procedures as part of an information security policy for the treatment of personally identifiable information, and is otherwise consistent with the timing requirements of this policy, such as HIPAA breach notification procedures, shall be deemed to be in compliance with the notification requirements of this policy, if it notifies subject persons in accordance with its policies in the event of a breach of security of the system.

If a person discovers circumstances requiring notification pursuant to this policy of more than one thousand (1,000) persons at one time, the person shall also notify, without unreasonable delay, all consumer reporting agencies and credit bureaus that compile and maintain files on consumers on a nationwide basis, as defined by 15 U.S.C. Sec. 1681a, of the timing, distribution, and content of the notices.

**DEFINITIONS**

**"Breach of the security of the system"** means unauthorized acquisition of unencrypted and unredacted computerized data that compromises the security, confidentiality, or integrity of personally identifiable information maintained by the information holder as part of a database regarding multiple individuals that actually causes, or leads the information holder to reasonably believe has caused or will cause, identity theft or fraud against any resident of the Commonwealth of Kentucky. Good-faith acquisition of personally identifiable information by an employee or agent of the information holder for the purposes of the information holder is not a breach of the security of the system if the personally identifiable information is not used or subject to further unauthorized disclosure.

**"Information holder"** means any person or business entity that conducts business in Kentucky.

**"Personally identifiable information"** means an individual's first name or first initial and last name in combination with any one (1) or more of the following data elements, when the name or data element is not redacted: 1. Social Security number; 2. Driver's license number; or 3. Account



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<b>PAGE:</b> 3 of 3	<b>REPLACES POLICY DATED:</b>
<b>EFFECTIVE DATE:</b> January 1, 2022	<b>REFERENCE NUMBER:</b> IP.DP.KY.016
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number or credit or debit card number, in combination with any required security code, access code, or password to permit access to an individual's financial account.

**REFERENCES:**

1. Kentucky Revised Statutes Section 365.732 and 61.931 to 61.934.
2. Health Insurance Portability and Accountability Act of 1996 (HIPAA), Standards for Notification in the Case of Breach of Unsecured Protected Health Information, 45 CFR Parts 160 and 164.
3. Protected Health Information Breach Risk Assessment and Notification, [IP.PRI.011](#).