

Rowan Business Associate Notification Form

Name of your company or organization:		Website:	
Address:			
City:		State:	Zip:
Contact person at your company or organization:			
Contact telephone:		About how many employees does your company or organization have?	
Contact email address:		What products or services do you offer?	

Information about the breach

Type of breach: ☐ Lost or stolen laptop, computer, flash drive, disk, etc. ☐ Stolen password or credentials ☐ Unauthorized access by an employee or contractor ☐ Hacker ☐ Other		See attached listing of affected individuals if appropriate at this time
Date(s) the breach happened (if you know): From: / / To: / /		
Date the breach was discovered: / /		
How many individuals were affected by the breach?		

Comments/Other Information:

Type of information involved (check all that apply):	
Personal Information ☐ Name ☐ Address ☐ Date of birth ☐ Social Security Number ☐ Driver's license or ID card number ☐ Financial information (credit card number, bank account number, etc.) ☐ Health insurance information (insurance carrier, insurance card number, etc.) ☐ Other Personal or Health Information	Health Information ☐ Basic information (age, sex, height, etc.) ☐ Disease or medical conditions ☐ Medications ☐ Treatments or procedures ☐ Immunizations ☐ Allergies ☐ Information about children ☐ Test results ☐ Hereditary conditions ☐ Mental health information ☐ Information about diet, exercise, weight, etc. ☐ Correspondence between patient and providers ☐ Living wills, advance directives, or medical power of attorney ☐ Organ donor authorization

What steps are you taking to investigate the breach?
What steps are you taking to mitigate losses?
What steps are you taking to protect against further breaches?
List any law enforcement agencies you've contacted about the breach?

Breach notification

Has anyone at your business or organization received information that someone has been harmed by this breach?
For example, has a customer called you to complain about identify theft? Or are you aware of any public disclosure of information that resulted from the breach? YES _____ NO _____

If YES, describe the harm you've found out about. Don't include any personality identifiable information.

--