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To: [HCC Contact List](#); [HCC Business Managers](#)
Subject: Don't Lose Your Shred!
Date: Monday, June 19, 2017 7:52:07 AM

Good morning, HCC Contacts and Business Managers –

Please use the announcement below as a reminder to your staff to ensure that documents that contain PHI are placed in locked recycling bins or are shredded in cross-cut shredders. Documents that contain PHI should not be left in open shred bins overnight or placed in the regular trash. If your clinic is planning a move soon, be sure that PHI documents containing that are no longer needed are properly disposed of as well – follow the University's record retention policies or contact the University Record Retention Officer or the Privacy Official's office for details.

Thank you for your ongoing assistance in protecting PHI.

Texas HHS Announces Security Breach After Confidential Records Found Exposed Beside Dumpster.

The [AP](#) (6/16) reported the Texas Health and Human Services Commission announced on Friday that it planned to notify **1,842 people** that they may be impacted by a potential data breach that may have left their personal information susceptible to access after a **box of discarded records was "found beside an unsecured dumpster"** at its East 40th Street complex in Houston. The forms included data such as Social Security numbers, bank account information, mailing addresses, names, and dates of birth. The agency will offer "one year of free credit monitoring services to guard against identity theft for those possibly affected," and said it is reviewing procedures for safe disposal of confidential documents.

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