

29th November 2019

Dear [REDACTED]

Re: Potential Data Breach

Following on from your recent conversations with my colleague Julie Ricci, Home Manager at Acacia Mews Care Home, I understand that you are in possession of documents belonging to Avery Healthcare which you found on a public street, namely Reginald Street in Luton.

This letter is to confirm that Avery Healthcare takes this matter very seriously and based on the information provided by yourself, we will conduct a full and thorough investigation into this matter. Key to this investigation will be the documents that you have found, we therefore kindly request that you return these to Acacia Mews Care Home at your earliest convenience.

I'm sure you are aware of the implications on all individuals under GDPR regulations in that we all have a duty to protect individuals' personal data, therefore it's my duty to inform you that should you continue to keep possession of these documents is a possible offence under section 170 of the Data Protection Act 2018 as you are holding the data without the permission of the data controller (namely Avery Healthcare)

Please be reassured that following on from our investigation into this matter, we will inform you of our findings and any agreed next steps.

May I take this opportunity to thank you for reporting this matter to us, please do not hesitate to contact me should you have any queries in relation to the content of this letter.

Yours Sincerely



Jenny Drew
Data Protection Officer
Avery Healthcare

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