



June 26, 2023

Mr. Bradford Johnson



Dear Mr. Johnson:

On June 22, 2023, you were informed that you were granted access in error to certain files on the One Drive account assigned to Traci Hughes-Trotter. On June 22, 2023, you acknowledged accessing personnel information, trustee social security information, and otherwise protected Personal Identifying Information (PII) that is unnecessary for your review to fulfill your role as Assistant Treasurer for All Souls Church. On June 22, 2023, you acknowledged editing documents maintained on Traci Hughes-Trotter's One Drive account without authorization. On June 22, 2023, you acknowledged that you were aware that access was provided in error, and you failed to inform members of the Executive Team or an All Souls Church, Unitarian Board of Trustee officer(s).

An internal investigation is underway to determine the extent of the breach. To complete that investigation, your attestation to the following is required:

- Please provide all dates and times you accessed any folder on the All Souls network between May 25, 2023-June 22, 2023.
- Please provide all dates and times you accessed any documents on the All Souls network between May 25, 2023-June 22, 2023.
- Please provide all dates and times you accessed the One Drive folder belonging to Mrs. Hughes-Trotter's One Drive between May 25, 2023-June 22, 2023.
- Please provide a detailed listing of all documents you downloaded between May 25, 2023-June 22, 2023.
- You have admitted that you have removed all downloaded documents from your [personal] drive. Please provide details about the location of the drive and the process followed to remove the documents you downloaded to any storage account and/or personal drive within your access and control.
- Please provide a detailed listing of all documents you edited.
- Please provide a list of any/all person(s) and organization(s) you have shared All Souls documents, data, and information with, including their contact information. Please be



specific in detailing the way you provided them with the documents/information, e.g., via email, flash drive, hard copy, facsimile, etc.

It is mandatory that you complete the above so that a determination may be made as to whether your unauthorized access rises to the level of jurisdictional reporting to the appropriate agencies in the District of Columbia, Maryland, and Virginia, where employees and board officers reside. Please respond by June 30, 2023.

Sincerely,

A handwritten signature in black ink that reads "Traci L. Hughes - Esquire".

Traci L. Hughes, Esquire
Executive Director, All Souls Church Unitarian