
APPENDIX D.7 INDUSTRY EXPERTS INTERVIEW: PARTICIPANT CONFIRMATION EMAIL



To: [SELECTED INDUSTRY EXPERT]

From: 2M Study Team

Subject: U.S. Department of Agriculture Study Confirmation of Interview

XX/XX/2020

Dear **[FIRST NAME] [LAST NAME]**:

This email is to confirm your participation in the industry expert semi-structured interview for the study of *How States Safeguard Supplemental Nutrition Assistance Program (SNAP) Participants' Personally Identifiable Information (PII)*, scheduled for **(DATE)** at **(TIME)**. As a reminder, the interview is scheduled to take approximately 60 minutes. Interview topics include the following:

- SA systems
- Security plan information, personnel policies, and procedures
- Security policies and procedures
- Maintenance, storage, sharing, and transfer of PII
- Challenges and successes
- Recommendations

Please call the toll-free number found in the meeting invitation to join the call. Thank you so much for your participation. If you have any questions, please contact us any time by calling (toll-free) **1-877-230-3035**, or simply reply to this email.

I look forward to talking with you on **[XXX day]**.

Sincerely,

(2M [INTERVIEWER NAME])

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