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WESTPORT COMMUNITY SCHOOLS
Office of the Superintendent

COPY

Via First-Class Mail

September 18, 2019

GARY S. REESE ED.D
Superintendent
508-636-1140



MICHELLE RAPOZA
Business Manager,
Student Services &
Transportation
508-636-1140 x4020

Dear [REDACTED]:

I am writing to notify you that an unauthorized acquisition or use of your personal information maintained by the Westport Community Schools occurred on September 4, 2019.

ELAINE SANTOS
Special Education
& Pupil Personnel
508-636-1140 x4011

Unfortunately, pursuant to M.G.L. c.93H, §3(b), we cannot disclose the specific nature of the data security breach. However, please know that our computers were not "hacked" and, upon discovering the data security breach, District administrators took immediate action to address the breach and recover your personal information. Furthermore, the District administrators continue to take additional steps to ensure that no personal information is used by, shared with, or otherwise made available to unauthorized parties, including by taking internal steps to limit the dissemination of related information and by notifying appropriate state agencies in accordance with Massachusetts law.

DARREN ELWELL
Director of Curriculum
508-636-1140 x4005

KRISTIN MCDANIEL
Human Resources
508-636-1140 x4030

Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

ANTHONY TOMAH
Technology Director
508-636-1140 x4050

You may also place a security freeze on your credit reports, free of charge. A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

MICHAEL DUARTE
District Maintenance
508-636-1140 x4041

KIM OUELLETTE
District Custodians &
Facilities Usage
508-636-1140 x4042

You must place your request for a freeze with each of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com). To place a security freeze on your credit

JENNIFER CHAVES
Extended Day
Director
508-636-1140 x4425

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report, you may send a written request by regular, certified or overnight mail at the addresses below. You may also place a security freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
1-800-349-9960
<https://www.equifax.com/personal/credit-report-services/>

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
1-888-397-3742
<https://www.experian.com/freeze/center.html>

TransUnion Security Freeze
P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
<https://www.transunion.com/credit-freeze>

In order to request a security freeze, you will need to provide some or all of the following information to the credit reporting agency, depending on whether you do so online, by phone, or by mail:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. Social Security Card, pay stub, or W2;
8. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your credit report, based upon the method of your request. The credit bureaus must also send written confirmation to you within five (5)

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business days and provide you with a unique personal identification number (PIN) or password (or both) that can be used by you to authorize the removal or lifting of the security freeze. It is important to maintain this PIN/password in a secure place, as you will need it to lift or remove the security freeze.

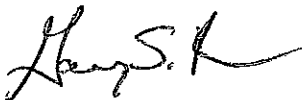
To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze, as well as the identities of those entities or individuals you would like to receive your credit report. You may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for request made by mail) after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.

In addition to the foregoing, the District will provide you with up to eighteen (18) months of free credit monitoring services. To arrange for enrollment in these services, please contact my office.

On behalf of the District, I sincerely apologize for this data security breach. I assure you that District administration respects and understands the importance of confidentiality and security, and we strive to protect each employee's personal information. If you have any questions or concerns, please do not hesitate to contact my office. I appreciate your attention to and understanding regarding this matter.

Sincerely,



Gary S. Reese, Ed.D.
Superintendent of School