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Attachment A (Letter to employees)

September 16, 2019

BY U.S. MAIL AND BY EMAIL

Employee Name

Employee Address

Employee town, MA

Dear *Employee*,

We are writing to notify you that Wellesley Women's Care ("WWC") experienced a data security incident that may have given an unknown third party access to your personal information. As you may recall, WWC used Automatic Data Processing, Inc. ("ADP") as a provider for its payroll services. While our investigation is still continuing, we believe that last month, a fraudulent email resulted in ADP sending funds to a recipient other than employees of WWC. We were, however, able to retrieve the funds in question from our bank.

WWC discovered the incident on August 8, 2019. Immediately upon discovering the incident, WWC investigated the source and scope of the incident, and reported the incident to ADP, our bank, our insurance company, and the FBI. WWC has conferred with the PHO's IT team and with experienced outside counsel to assist in responding to the incident, and is in the process of identifying and implementing corrective actions that WWC can take to help reduce the likelihood of this type of incident.

WWC is not aware of any identity theft, fraud, or financial losses to any of its employees as a result of the incident (although you may have observed a slight delay in payroll processing). Nonetheless, because your personal information may have been accessible to the unknown third party, you have rights under Massachusetts law to protect yourself against credit card fraud and identity fraud.

Police Report

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.

Credit Security Freeze

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.

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 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, 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) 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.

Free Credit Monitoring Services

WWC will be providing all of its employees with credit monitoring services, free of charge, via Life Lock for 24 months. To enroll in Life Lock :

1. See me at your convenience and I will enroll you.
2. Enroll yourself, print the prepaid receipt for a 2 year enrollment and WWC will reimburse you by check.

Vigilance

Finally, WWC encourages its employees to remain vigilant about their identities and their credit. Employees may consider placing a fraud alert on their credit file by contacting one of the credit bureaus listed above. Employees should also carefully review their credit reports, credit card statements, and other financial accounts for any suspicious or unauthorized activity.

Contact

If you should have any further questions, please contact me at (617) 965-7395 or amackinnon1@partners.org.

Sincerely,

Amy MacKinnon, Practice Manager

Wellesley Women's Care