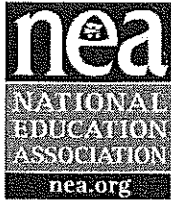


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Great Public Schools
for Every Student

1201 16th St., N.W. | Washington, DC 20036 | Phone: (202) 833-4000

Lily Eskelsen García
President

Rebecca S. Pringle
Vice President

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Secretary-Treasurer

Kim A. Anderson
Executive Director

Notice of Security Incident

December 19, 2019

Name
Street Address
City, State Zip Code

Dear [NAME]:

We are writing to notify you that a breach of security of your personal information occurred on November 13-15, 2019 at the National Education Association (“NEA”). While we are unable to determine whether any bad actors viewed your information, it was potentially accessible at the time of the incident.

NEA values your privacy and deeply regrets that this incident occurred. We have security measures in place that allowed us to quickly identify and contain this incident, and we continue to confirm and strengthen the security of our systems. We are notifying you of the incident so that you can take appropriate steps to protect your personal information. We have also provided relevant regulatory notices.

You may 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.

December 19, 2019

Name

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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.

To further assist you in protecting your personal information, NEA has arranged with CyberScout to offer credit monitoring services for 18 months at no cost to you. This service includes Single Bureau Credit Monitoring, a Single Bureau Credit Report, and Cyber Monitoring. To take advantage of this offer, log on to <https://www.myidmanager.com> within 12 months from receipt of this letter and follow the instructions provided. You will need to provide the following unique code to receive services: <CODE HERE>. For further guidance with the CyberScout services, please call the CyberScout help line 1-800-405-6108 and supply the fraud specialist with your unique code.

We also encourage you to take additional steps to protect yourself against identity theft or other fraud. For example, you may wish to:

1. Review your account statements for suspicious activity, and promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission.
2. Remain vigilant about monitoring your credit report by obtaining a free annual copy of your credit report from each of the three major credit reporting agencies. You can do this by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348.
3. Place a fraud alert on your credit report, which requires creditors to contact you before they open any new accounts or change your existing accounts, by contacting any one of the three credit reporting agencies listed above. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts.
4. Further educate yourself regarding identity theft and the steps you can take to protect yourself. For example, you can review *Identity Theft: A Recovery Plan*, a comprehensive guide from the FTC to help you guard against and deal with identity theft, along with other tips provided by the Federal Trade Commission on how to avoid identity theft. For more information, please visit www.identitytheft.gov, or call 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The IRS also has guidance concerning identify protection, which you can find at <https://www.irs.gov/identity-theft-fraud-scams>.

If you have questions about this incident that are not addressed in this letter, please contact Rose Futchko at 202-822-7535 between 9:00 a.m. – 5:00 p.m. EST, Monday through Friday.

You may also write to us at:

Rose Futchko

December 19, 2019

Name

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Director, Information Technology Services
National Education Association
1201 16th Street, N.W., Suite 511
Washington, D.C. 20036

Sincerely,

Rose Futchko
Director, Information Technology Services