

<<Date>> (Format: Month Day, Year)

<<first_name>> <<middle_name>> <<last_name>> <<suffix>> <<address_1>> <<address_2>> <<city>>, <<state_province>> <<postal_code>> <<country >>

Notice of Data Security Incident

Dear <<FirstName>> <<LastName>>.

NAFSA: Association of International Educators ("NAFSA") is writing to notify you of a data security incident that may have involved your payment card information. At NAFSA, we take the privacy and security of your information very seriously. We are writing to both inform you of the incident, and to advise you about certain steps you can take to protect your information.

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.

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 **Experian Security Freeze** TransUnion Security Freeze P.O. Box 105788 P.O. Box 9554 P.O. Box 160 Atlanta, GA 30348 Allen, TX 75013 Woodlyn, PA 19094 1-800-349-9960 1-888-397-3742 1-888-909-8872 https://www.equifax.com/personal/ https://www.experian.com/freeze/ https://www.transunion.com/creditcredit-report-services/ center.html 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.

As soon as we discovered the incident, we took the steps described above. In addition, we reported the matter to the payment card brands to protect your payment card information and prevent fraudulent activity. We have also reported the incident to the Federal Bureau of Investigation, and will provide whatever cooperation is necessary to hold the perpetrators accountable.

As an added precaution, we are offering, at no cost to you, eighteen months of Fraud Consultation and Identity Theft Restoration services through Kroll. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data.

Your Membership Number is: << Member ID>>

Additional information describing your services is included with this letter.

We encourage you to follow the recommendations included with this letter to help protect your personal information. We recommend that you review your current and past credit and debit card account statements for discrepancies or unusual activity. If you see anything that you do not understand or that looks suspicious, or if you suspect that any fraudulent transactions have taken place, you should call the bank that issued the card immediately.

If you have questions, please contact our dedicated call center at **1-833-389-2395**, Monday through Friday from 8:00 a.m. to 5:30 p.m. Central Time. Please have your membership number ready.

We take this matter very seriously. Please accept our sincere apologies for any concern or inconvenience that this incident may cause you.

Sincerely,

Jane Hoffman

Chief Financial Officer

NAFSA: Association of International Educators

1307 New York Ave NW #8,

Jan A. Hoffman

Washington, DC 20005 Ph.: 1-202-737-3699



TAKE ADVANTAGE OF FRAUD CONSULTATION AND IDENTITY THEFT RESTORATION SERVICES

You have been provided with access to the following services from Kroll:

Fraud Consultation

You have unlimited access to consultation with a Kroll fraud specialist. Support includes interpreting how personal information is accessed and used, explaining your rights and protections under the law, assistance with fraud alerts, and showing you the most effective ways to protect personal information, including investigating suspicious activity that could be tied to an identity theft event.

Identity Theft Restoration

An experienced Kroll licensed investigator will work on your behalf to resolve issues related to identity theft. You will have access to a dedicated investigator who understands your issues and will do most of the work for you. Your investigator will be able to dig deep to uncover all aspects of the identity theft, and then work to resolve it.