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FISHER COLLEGE

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August 28, 2020

To: **NAME**
EMAIL ADDRESS

Re: Fisher College Data Security

Dear **NAME**:

We value you as a Fisher College community member and respect the privacy of your information, which is why, as a precautionary measure, we are writing to let you know about a data security incident that involves your personal information. On August 27, 2020, your name, date of birth and driver license number were inadvertently disseminated in an email to a small group of Fisher College staff and students.

Fisher deeply regrets that this incident occurred. The College is conducting a thorough review of our processes and has implemented additional security measures to ensure that this will not happen again.

The following Notice is required under Massachusetts Law:

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. Massachusetts law also allows consumers to place a security freeze on their credit reports. 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. If you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5.00 each to place, temporarily lift, or permanently remove a security freeze. To place a security freeze on your credit report, you must send a written request to each of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com) by regular, certified or overnight mail at the addresses below: Equifax Security Freeze P.O. Box 105788 Atlanta, GA 30348 Experian Security Freeze P.O. Box 9554 Allen, TX 75013 Trans Union Security Freeze Fraud Victim Assistance Department P.O. Box 2000 Chester, PA 19022-2000 In order to request a security freeze, you will need to provide the following information: 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 or telephone bill; 6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.) 7. 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; 8. If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail. The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. 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. To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (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 or the specific period of time you want the credit report available. The credit reporting agencies have three (3) business days 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 send a written request to each of the three credit bureaus by mail and include 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 three (3) business days after receiving your request to remove the security freeze.

Again, we are committed to ensuring the safety of all Fisher College community members' information. If you have any concerns or questions, please do not hesitate to contact us.

Signed on behalf of the Fisher College Privacy, Security and Identity Theft Committee,

Colleen Woods

Director of Title IV Compliance

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