

17753

[Thayer Academy Letterhead]

September 16, 2020

[Name]
[Address]
[City, State Zip]

Re: Notice of Data Breach

Dear [Name]:

I am writing regarding a recent incident at Blackbaud, one of our vendors that supports our fundraising and engagement efforts, that may affect the security of your personal information, specifically your Social Security number. We first learned of this incident on July 16, 2020. We commenced a thorough investigation to determine what information could have been impacted by the incident, and on September 1, 2020 we learned that your information may have been affected. We take this incident very seriously and are providing you with information and access to resources so that you can protect your personal information, should you feel it is appropriate to do so.

What We Are Doing. The confidentiality, privacy, and security of your information is extremely important to us. We have security measures in place to protect the security of information entrusted to us and that we share with vendors. In addition, as part of our ongoing commitment to the security of personal information, we continue to actively monitor this situation and follow-up with the vendor to ensure that Thayer Academy data is not at additional risk. Our internal team is focused on best-in-class practices that emphasize the protection and security of all data, consistent with our policies and procedures. In addition, consistent with our compliance obligations and responsibilities, we are providing notice of this incident to appropriate government agencies.

What You Can Do. At this time, the vendor has not informed us of any misuse of information arising from this incident. However, out of an abundance of caution, we are notifying you so you can take additional actions to minimize or eliminate potential personal harm. We strongly encourage you to take the following preventative measures to help detect and mitigate any misuse of your information, and to review the attachment to this letter entitled "Information about Ways to Protect Yourself:"

1. Activate your complimentary, two-year credit monitoring and identity theft membership in Experian's® IdentityWorksSM Credit 3B. For instructions on how to activate your membership, please see the additional information provided in this letter.
2. Remain vigilant for incidents of fraud and identity theft by regularly reviewing your account statements and monitoring free credit reports for any unauthorized activity. Information on additional ways to protect your information, including how to obtain a free credit report and

free security freeze, can be found at the end of this letter.

3. Report any incidents of suspected identity theft to your local law enforcement and state Attorney General. **As a Massachusetts resident, you have the right to obtain any police report filed about 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.

We understand that you may have questions about this incident that are not addressed in this letter. We are available to speak with you to assist you with questions regarding this incident and steps you can take to protect yourself. Again, we apologize for any inconvenience caused by this incident. We deeply value your relationship with Thayer Academy. Should you have further questions, please call the following toll-free phone number: 1-833-800-0020.

Sincerely,

Theresa Jay
Chief Information Officer
Thayer Academy

Sincerely,

Melissa Forger
Director of Development
Thayer Academy

INFORMATION ABOUT WAYS TO PROTECT YOURSELF

You can obtain additional information about fraud alerts, security freezes, and preventing identity theft from the Federal Trade Commission ("FTC") by calling its identity theft hotline: 877-438-4338; TTY: 1-866-653-4261 or navigating online to www.consumer.ftc.gov/features/feature-0014-identity-theft. You can write to the FTC at Federal Trade Commission, Division of Privacy and Identity Protection, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

Obtain Your Credit Report

You should monitor your credit reports. You may periodically obtain your credit reports from each of the national consumer reporting agencies. If you discover inaccurate information or a fraudulent transaction on your credit report, you have the right to request that the consumer reporting agency delete that information from your credit report file.

In addition, under federal law, you are entitled to one free copy of your credit report every 12 months from each of the three nationwide consumer reporting agencies listed below. You may obtain a free copy of your credit report by going to www.AnnualCreditReport.com or by calling (877) 322-8228. You also may complete the Annual Credit Report Request Form available from the FTC at www.consumer.ftc.gov/articles/pdf-0093-annual-report-request-form.pdf and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. You may also contact any of the three major consumer reporting agencies to request a copy of your credit report.

For Massachusetts residents: You may obtain one or more (depending on the state) additional copies of your credit report, free of charge. You must contact each of the credit reporting agencies directly.

Fraud Alerts

You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any new accounts in your name. To place a fraud alert on your credit report, contact any of the three national credit reporting agencies using the contact information listed below. Additional information is available at www.annualcreditreport.com.

Security Freeze

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; Experian; and TransUnion. 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	Experian	TransUnion
P.O. Box 105788 Atlanta, GA 30348 1-888-298-0045 www.equifax.com https://www.equifax.com/ personal/credit-report-services/	P.O. Box 9554 Allen, TX 75013 1-888-397-3742 www.experian.com https://www.experian.com/ freeze/center.html	P.O. Box 160 Woodlyn, PA 19094 1-888-909-8872 www.transunion.com https://www.transunion.com/ credit-freeze

To place a security freeze on your credit report, you may be able to use an online process, an automated telephone line, or a written request to any of the three credit reporting agencies listed above. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and proof of that address and any previous addresses for the past five years; (5) legible photocopy of a government issued ID card; (6) Social Security card, pay stub or W2; and (7) if you are a victim of identity theft, a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

**Additional details regarding your two-year
EXPERIAN IDENTITYWORKS CREDIT 3B Membership:**

To help protect your identity, we are offering a **complimentary** two-year membership of Experian IdentityWorksSM Credit 3B. This product helps detect possible misuse of your personal information and provides you with superior identity protection support focused on immediate identification and resolution of identity theft.

Activate IdentityWorks Credit 3B Now in Three Easy Steps

1. ENROLL by: **12.4.2020** (Your code will not work after this date.)
2. VISIT the **Experian IdentityWorks website** to enroll: <https://www.experianidworks.com/3bcredit>
3. PROVIDE the **Activation Code**: [Code]

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877-288-8057. Be prepared to provide engagement number **B003908** as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 24-MONTH EXPERIAN IDENTITYWORKS CREDIT 3B MEMBERSHIP:

A credit card is **not** required for enrollment in Experian IdentityWorks Credit 3B.

You can contact Experian **immediately without needing to enroll in the product** regarding any fraud issues. Identity Restoration specialists are available to help you address credit and non-credit related fraud.

Once you enroll in Experian IdentityWorks, you will have access to the following additional features:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

**Activate your membership today at <https://www.experianidworks.com/3bcredit>
or call 877-288-8057 to register with the activation code above.**

What you can do to protect your information: There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to www.ExperianIDWorks.com/restoration for this information. If you have any questions about IdentityWorks, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 877-288-8057.

* Offline members will be eligible to call for additional reports quarterly after enrolling.

** Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. (AIG). The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.