

THE ROEPER SCHOOL

17952
October 23, 2020

<<First Name>><<Last Name>>

<<Address1>>

<<City>><<State>><<Zip>>

To Enroll Visit:

<https://www.cyberscouthq.com/epiq263?ac=263HQ1660>

Enrollment Code:

Dear <<First Name>><<Last Name>>:

Roeper City & Country School ("Roeper") takes the privacy and protection of your personal information very seriously. We are writing to inform you of a data security incident that occurred with our data management partner, Blackbaud, Inc. ("Blackbaud"). We apologize and regret any inconvenience this may cause. This letter contains information about what happened, steps we have taken and resources we are making available to you to help protect your identity.

Who is Blackbaud:

Blackbaud is one of the world's largest cloud computing data management systems servicing the non-profit community, including schools, universities, foundations, and healthcare organizations worldwide.

What happened and what information was involved:

In July 2020, as you may already be aware, Blackbaud notified hundreds of institutions, including Roeper, that Blackbaud experienced a cybersecurity incident which resulted in the exposure of personal information maintained by foundations and institutions on the Blackbaud platform. Roeper was first notified of this incident by Blackbaud on July 16, 2020. Upon learning about the incident, Roeper immediately started an investigation to determine the scope and extent of information potentially involved in the incident. Blackbaud published its summary of the incident on its website at www.blackbaud.com/securityincident.

At this time, based on the information we have received from Blackbaud, Roeper has no reason to believe that any personal information of members of the Roeper community has been misused as a result of this incident. However, for purposes of full disclosure, we feel it is important to inform you that limited information related to your identity may have been viewed by unauthorized individuals as a result of this incident. In particular, your W-9 form was stored on the impacted Blackbaud platform, which may have included the following information: your name, address, taxpayer identification number (either your social security number or employer identification number) and account number.

What we are doing and what you can do:

In an effort to help relieve concerns as a consequence of this incident, we are providing you with complimentary services to help protect your identity, whether or not it was affected. In response to the incident, we are offering you services provided by CyberScout, a company specializing in fraud assistance and remediation services.

Roeper is providing you with access to the following services:

CyberScout representatives are available for 90 days from the date of this letter, to assist you with questions regarding this incident, between the hours of 8:00 am to 5:00 pm Eastern time, Monday through Friday. Please call the CyberScout help line 1-800-405-6108 and supply the fraud specialist with your unique code listed below. To extend these services, enrollment in the monitoring services described below is required.

Additionally, we are providing you with access to **Single Bureau Credit Monitoring/Single Bureau Credit Report/Single Bureau Credit Score/Cyber Monitoring*** services at no charge. These services provide you with alerts for twenty-four (24) months from the date of enrollment when changes occur to your Experian credit file. This notification is sent to you the same day that the change or update takes place with the bureau. Cyber monitoring will look out for your personal data on the dark web and alert you if your personally identifiable information is found online. Finally, we are providing you with proactive fraud assistance to help with any questions that you might have or in event that you become a victim of fraud, as well as a \$1,000,000 insurance reimbursement policy.

How do I enroll for the free services?

To enroll in Credit Monitoring* services at no charge, please log on to <https://www.cyberscouthq.com/epiq263?ac=263HQ1660> and follow the instructions provided. When prompted please provide the following unique code: **. Once registered, you can access Monitoring Services by selecting the "Use Now" link to fully authenticate your identity and activate your services. Please ensure you take this step to receive your alerts.** In order for you to receive the monitoring services described above, you must enroll within 90 days from the date of this letter.

For more information:

For guidance with the CyberScout services, or to obtain additional information about these services during or after enrollment, please call the CyberScout help line 1-800-405-6108 and supply the fraud specialist with your unique code. Representatives are available to assist you from 8:00 am to 5:00 pm Eastern time, Monday through Friday.

We take the security of all information in our systems very seriously and want to assure you that we are taking steps to address this incident. We sincerely regret any inconvenience that this incident may cause you and remain dedicated to protecting your personal information.

Sincerely,



David Fluent, Associate Head of School for Finance
and Operations for Roeper City & Country School

* Services marked with an "*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

Additional Important Information

For residents of Hawaii, Michigan, Missouri, Virginia, Vermont, and North Carolina: It is recommended by state law that you remain vigilant for incidents of fraud and identity theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity.

For residents of Illinois, Iowa, Maryland, Missouri, North Carolina, Oregon, and West Virginia:

It is required by state laws to inform you that you may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. You may obtain a free copy of your credit report from each of the three nationwide credit reporting agencies. To order your free credit report, please visit www.annualcreditreport.com, or call toll-free at 1-877-322-8228. You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available at <https://www.consumer.ftc.gov/articles/0155-free-credit-reports>) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281.

For residents of Iowa:

State law advises you to report any suspected identity theft to law enforcement or to the Attorney General.

For residents of Oregon:

State laws advise you to report any suspected identity theft to law enforcement, including the Attorney General, and the Federal Trade Commission.

For residents of Maryland, Rhode Island, Illinois, New York and North Carolina:

You can obtain information from the Maryland and North Carolina Offices of the Attorney General and the Federal Trade Commission about fraud alerts, security freezes, and steps you can take toward preventing identity theft.

Maryland Office of the Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
1-888-743-0023
www.oag.state.md.us

Rhode Island Office of the Attorney General
General
Consumer Protection
150 South Main Street
Providence RI 02903
1-401-274-4400
www.riag.ri.gov

North Carolina Office of the Attorney General
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001
1-877-566-7226
www.ncdoj.com

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Ave, NW
Washington, DC 20580
1-877-IDTHEFT (438-4338)
www.ftc.gov/idtheft

New York Office of the Attorney General
Bureau of Consumer Frauds & Protection
The Capitol
Albany, NY 12224-0341
1-800-771-7755
<https://ag.ny.gov/consumer-frauds/identity-theft>

For residents of Washington: It is required by state law that you are informed of your right to obtain a police report if you are a victim of identity theft

For residents of all states:

Fraud Alerts: You can place fraud alerts with the three credit bureaus by phone and online with Equifax (https://assets.equifax.com/assets/personal/Fraud_Alert_Request_Form.pdf); TransUnion (<https://www.transunion.com/fraud-alerts>); or Experian (<https://www.experian.com/fraud/center.html>). A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. As of September 21, 2018, initial fraud alerts last for one year. Victims of identity theft can also get an extended fraud alert for seven years. The phone numbers for all three credit bureaus are at the bottom of this page.

Monitoring: You should always remain vigilant and monitor your accounts for suspicious or unusual activity.

Security Freeze: You also have the right to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans, and services from being approved in your name without your consent. To place a security freeze on your credit report, you need to make a request to each consumer reporting agency. You may make that request by certified mail, overnight mail, regular stamped mail, or by following the instructions found at the websites listed below. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse or a minor under the age of 16, 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 any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. As of September 21, 2018, it is free to place, lift, or remove a security freeze. You may also place a security freeze for children under the age of 16. You may obtain a free security freeze by contacting any one or more of the following national consumer reporting agencies:

* Services marked with an "*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
www.freeze.equifax.com
800-525-6285

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
www.experian.com/freeze
888-397-3742

TransUnion (FVAD)
P.O. Box 2000
Chester, PA 19022
freeze.transunion.com
800-680-7289

More information can also be obtained by contacting the Federal Trade Commission listed above.

* Services marked with an "*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.