

18042



HEWITT

Notice of Data Breach

November ____, 2020

[Insert Address]

Dear [Name],

We are writing to inform you that we were notified by a third-party service provider, Blackbaud, Inc., that it experienced a security incident. Blackbaud is a large provider of cloud-based data management services to The Hewitt School, as well as many other schools, colleges, universities, and other not-for-profit organizations. The incident may have involved some of your information stored in Blackbaud's systems, including your Social Security Number, name and contact information, date of birth, familial relationships, and philanthropic giving history.

We are extremely disappointed by this information and have expressed our concern and dissatisfaction to Blackbaud. Nevertheless, based on the nature of the incident, Blackbaud's research, and third party (including law enforcement) investigation, there continues to be no reason to believe that any data went beyond the cybercriminal, and no reason to believe that any of your data was or will be misused or will be disseminated or otherwise made available publicly.

Blackbaud advised us that it will be making changes to protect your data from any subsequent incidents. Further, as a precautionary measure, Blackbaud advised us that they continue to monitor the dark web and have found no evidence of the compromised information being available. Hewitt will continue to work with Blackbaud to confirm they have taken the steps they have promised and identify any further steps that might be taken to prevent a recurrence.

What You Can Do

Please note that you may file a police report if you are the victim of identity theft. For more information on the steps you can take to protect your identity, you may contact the Massachusetts Attorney General at:

One Ashburn Place,
Boston, MA 02108
(617) 727-8400
www.mass.gov/ago/contact-us.html.

In addition, Blackbaud is providing you with access to **Single Bureau Credit Monitoring** services at no charge. Services are for 24 months from the date of enrollment. When changes occur to your Experian credit file,

notification will be sent to you the same day the change or update takes place with the bureau. In addition, Blackbaud is providing you with proactive fraud assistance to help with any questions you might have through CyberScout. CyberScout will work with you on a one-on-one basis, answering any questions or concerns you may have. In the event you become a victim of fraud you will also have access to remediation support from a CyberScout Fraud Investigator. This service includes assistance with making telephone calls and preparing documentation to report the incident and reviewing credit reports for possible fraudulent activity, as well as assistance with credit file freezes, where available. Further information on these services can be obtained at <https://www.cyberscouthq.com/>.

Enrollment Instructions

To enroll in credit monitoring services at no charge to you, please navigate to:
<https://www.cyberscouthq.com/epiq263?ac=263HQ1828>

If prompted, please provide the following unique code to gain access to services:
263HQ1828

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.**

How to Obtain a Security Freeze

You have the ability to place a security freeze on your consumer reports, which helps prevent credit, loans and services from being approved in your name without your consent. Using a security freeze may delay your ability to obtain credit. You may request that a freeze be placed on your credit report by sending a request to a credit reporting agency by certified mail, overnight mail or regular stamped mail to one of the three major consumer reporting agencies at:

Equifax
(800) 685-1111
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian
(888) 397-3742
www.experian.com
535 Anton Blvd., Suite 100
Costa Mesa, CA 92626

TransUnion
(800) 916-8800
www.transunion.com
P.O. Box 6790
Fullerton, CA 92834

Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company. The following information should be included when requesting a security freeze (documentation for you and your spouse must be submitted when freezing a spouse's credit report):

- full name;
- Social Security number;
- date of birth;
- current address and previous addresses for the past five (5) years; and
- applicable fee (if any).

The request should also include a copy of a government-issued identification card, such as a driver's license, state or military ID card, and a copy of a utility bill, bank or insurance statement. After receiving your freeze request, you will be provided with a unique identification number which you will use should you choose to lift the freeze in the future.

We regret any inconvenience this incident may cause you. We deeply value your relationship with Hewitt, and the security of our constituents' personal information is of the utmost importance to us. Should you have any further questions or concerns regarding this matter, please do not hesitate to reach out to Doug Odom at doug.odom@hewittschool.org or Jeremy Sambuca at jeremy.sambuca@hewittschool.org.

Sincerely,

Doug Odom
Chief Financial Officer
The Hewitt School

Jeremy Sambuca
Director of Technology
The Hewitt School