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THE LEGAL AID SOCIETY

July 31, 2020

«Vendorname»
«Address»
«City», «StateProvince» «ZIPPost_code»

Re: Notice of Data Breach

Dear «Vendorname»,

We are writing to let you know that the Legal Aid Society was notified of a data security incident at one of our third-party service providers, Blackbaud, that may have involved your personal information.

Blackbaud, which works with many non-profits to support their fundraising efforts, was the target of a ransomware attack. A full description of the incident is available on their website:
<https://www.blackbaud.com/securityincident>.

It's important to note that your credit card information or bank account information was not accessed. However, we have determined that the file removed may have contained your Form W-9 information, which would have included your Social Security Number.

Blackbaud paid the threat actor's demand with confirmation that the copy removed was destroyed. They also informed us that based on their research and third-party investigation (including law enforcement), they have no reason to believe that any data went beyond the threat actor, was or will be misused, or will be disseminated or otherwise made available publicly. As an extra measure, Blackbaud have hired a third-party team of experts to monitor the web.

What We Are Doing

We are notifying you so that you can take immediate action to protect yourself. Ensuring the safety of our stakeholders' data is of the utmost importance to us. The Legal Aid Society's contractual agreements have always required Blackbaud to keep our constituent information confidential and to have security procedures in place to prevent or minimize breaches. We remain in close contact with Blackbaud regarding the incident, and we are doing everything in our power to ascertain the full nature of the breach and Blackbaud's remediation plans to prevent the occurrence of such incident in the future.


What You Can Do

As a best practice, we recommend you remain vigilant and promptly report any suspicious activity or suspected identity theft to us and to the proper law enforcement authorities.

Justice in Every Borough.

Should you have any further questions or concerns regarding this matter, please do not hesitate to contact me at AJayaram@legal-aid.org.

Sincerely,

A handwritten signature in black ink, appearing to be 'AJayaram', written in a cursive style.

Archana Jayaram
Chief Operating Officer