

18367

Dear «Name»,

We hope this email finds you well. We are writing to you because of an incident involving the unintended disclosure of your Personally Identifiable Information (PII). **We are unaware of any actual misuse of your information.** We are providing notice to you and other potentially affected students about the incident and about tools you can use to protect yourself against possible identity theft or fraud.

What Happened?

- On December 16, 2020, an email was sent to a group of Nursing 2025 students concerning clinical placements.
- The Department of Information Technology was notified of the email and its contents the following day, December 17, 2020.

What Information Was Involved?

The email included an attachment that contained the following pieces of student information:

- Name
- Date of Birth
- Last four digits of Social Security Number
- Labouré Email Address
- Steward Healthcare User ID

What Are We Doing?

The Labouré College Department of Information Technology removed the email from the college's email server, along with the attached documents within minutes of notification. The email existed on the Labouré College mail server for less than 24 hours.

Labouré College has partnered with Proofpoint, Inc to provide Faculty and Staff with cybersecurity training aimed at proper security procedures regarding Personally Identifiable Information (PII) for all Labouré employees involved in the disclosure.

What You Can Do?

Although there is no evidence that an unauthorized person has obtained your personal information and is using it, there are some steps you can take to exercise an abundance of caution, and to protect yourself.

First, you may place a fraud alert with credit bureaus and/or periodically run a credit report to ensure accounts have not been activated without your knowledge. Review bank and credit card statements regularly and look for unusual or suspicious activities. If you determine that an account has been fraudulently established using your identity, you should contact law enforcement and the financial agency.

The following references provide additional information about identity theft:

- [Federal Trade Commission Identity Theft Web Site](#)
- Social Security Administration Fraud Line, 1-800-269-0271

- Major Credit Bureau Numbers
 - Equifax, 1-800-525-6285
 - Experian, 1-888-397-3742
 - Trans Union, 1-800-680-7289

We deeply regret that your information may have been subject to unauthorized access and have taken remedial measures to ensure that this situation is not repeated. Labouré College is committed to maintaining the privacy of student information and takes many precautions for the security of personal information. In response to unintended disclosures like this one and the increasing number of internet-enabled computer attacks, Labouré is continually modifying its systems and practices to enhance the security of sensitive information. We sincerely regret any inconvenience this incident presents to you.

Should you have further questions about this matter, please contact Wayne Peterson, Director of Information Technology at Wayne_Peterson@laboure.edu or 617-322-3503.

Thank you,
Wayne

Wayne Peterson

Director of Information Technology

Department of Information Technology

Labouré College

303 Adams Street

Milton, MA 02186

617-322-3503 (Office)