

*The Mission of INROADS is to deliver innovative leadership development programs and creative solutions that identify, accelerate and elevate underrepresented talent throughout their careers.*



## Notice of Security Incident

January 22, 2021

«First\_Name» «Last\_Name»

«Address»

«City», «State» «Zip»

18662

Dear «First\_Name»:

You are a valued member of our team and we appreciate all you do and/or have done for our organization. The privacy and security of your information is important to us, which is why we are writing to notify you of a data security incident that recently impacted our system and may have included your personal information.

**What Happened:** On November 20, 2020, INROADS became the victim of a ransomware attack, meaning that an unauthorized actor blocked Inroads' access to portions of INROADS' own information technology system and demanded a ransom payment to regain access.

**How We Responded.** Immediately after learning of the attack, we conducted an internal investigation. We also retained a nationally regarded forensic investigation team to determine the scope of the incident and ensure it was contained.

**What Information Was Involved:** Despite conducting a comprehensive forensic analysis, we do not have definitive evidence as to whether the threat actor copied or stole any of our information. We do know that it is possible the attacker accessed portions of our IT environment, however, between November 10, 2020 and December 28, 2020. Accordingly, we reviewed the documents and information stored in the impacted environment and determined that the attacker may have been able to obtain names, social security numbers, state-issued identification card information, driver's license information, and bank account information. We are providing you with notice because your information may have been compromised.

**What We Are Doing:** As set forth above, upon learning about this incident, we immediately began taking steps to investigate the incident, stop the intrusion and to prevent further unauthorized access to our system. We are also working with law enforcement. The investigation into this incident remains ongoing and will likely continue for several months. In the interim, we have implemented and are continuing to implement additional security measures designed to prevent further unauthorized access to our system, to quickly identify unusual activity, and to further protect the privacy of your information.

**What You Can Do:** We strongly encourage you to take the following steps to protect yourself and your information:

1. **Enroll in Complimentary Identity Theft Protection Services.** For your protection, INROADS has obtained a two (2) year subscription to Identity Guard Essentials, an identity theft protection service. Identity Guard provides monitoring and protection, and also alerts you of certain activities that could indicate potential identify theft. Information on how to enroll is provided on the attached page.
2. **Review Your Account Statements.** Remain vigilant by reviewing your account statements and credit reports closely. If you notice any suspicious activity, notify your financial institution right away.
3. **Check Your Credit Report.** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by requesting your report online at: <http://www.annualcreditreport.com>. You may also obtain a copy of your credit report by contacting the three national credit reporting agencies directly:

*The Mission of INROADS is to deliver innovative leadership development programs and creative solutions that identify, accelerate and elevate underrepresented talent throughout their careers.*



Equifax  
(800) 685-1111  
[www.equifax.com](http://www.equifax.com)  
P.O. Box 740241  
Atlanta, GA 30374

Experian  
(877) 322-8228  
[www.experian.com](http://www.experian.com)  
P.O. Box 2104  
Allen, TX 75013-0949

TransUnion  
(800) 916-8800  
[www.transunion.com](http://www.transunion.com)  
P.O. Box 2000  
Chester, PA 19016-2000

4. **Fraud Alert.** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is typically 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 opening any accounts in your name.

Equifax: <https://www.equifax.com/personal/credit-report-services/credit-fraud-alerts/>  
Experian: <https://www.experian.com/fraud/center.html>  
Transunion: <https://www.transunion.com/fraud-alerts>

5. **Security Freeze.** You may also want to consider putting a security freeze on your credit files. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency, who may charge a fee of up to \$5.00 to place, lift and/or remove security freezes. You will also have to provide the credit reporting agencies with additional personally identifying information to obtain a security freeze. For more information and/or to request a security freeze:

Equifax: <https://www.equifax.com/personal/credit-report-services/>  
Experian: <https://www.experian.com/ncaconline/freeze>  
TransUnion: <https://www.transunion.com/credit-freeze>

6. **Report Suspicious Activity & Obtain More Information.** If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any suspected identity theft to law enforcement, your state attorney general, and/or the Federal Trade Commission. You may obtain more information about identity theft and steps you can take to prevent identity theft from:

**Federal Trade Commission**  
600 Pennsylvania Avenue, NW  
Washington, DC 20580  
(877) 438-4338  
<https://www.identitytheft.gov/databreach>

**For More Information:** For further information and assistance, please contact us directly at **888-520-8691, ext. 7702** or [riskmanagement@inroads.org](mailto:riskmanagement@inroads.org). We are taking this incident very seriously and are actively continuing our investigation. We will notify you if there are any significant developments.

Sincerely,

Forest Harper  
President & CEO

*The Mission of INROADS is to deliver innovative leadership development programs and creative solutions that identify, accelerate and elevate underrepresented talent throughout their careers.*



## HOW TO ENROLL IN IDENTITY THEFT PROTECTION SERVICES:

INROADS would like to offer you a free 2-year subscription to IDENTITY GUARD ESSENTIALS, an identity theft protection service. Identity Guard provides monitoring and protection, and also alerts you to certain activities that could indicate potential identity theft. This program is provided by Aura, a leading provider of consumer and corporate identity theft risk management.

### Identity Guard Essentials Features:

- Dark Web Monitoring
- Account Takeover Alerts
- \$1 Million Identity Theft Insurance<sup>1</sup>
- Lost Wallet Protection
- ID Verification Alerts
- ID Theft Victim Assistance

If you wish to take advantage of this service, you must enroll by Wednesday, April 21, 2021.

Enrollment Procedure: To activate this coverage, please visit the Identity Guard website listed below and enter your redemption code. The redemption code is required for enrollment and can be used only one time by you.

- Visit [www.identityguard.com/enroll](http://www.identityguard.com/enroll)
- Enter your Redemption Code: [insert code from sheet]
- Complete the enrollment form
- To learn more about the program, click the link for "Service Details"

To enroll, you will be required to provide the following personal information:

- Name
- Mailing Address
- Phone Number
- Social Security Number
- Date of Birth
- Email Address
- Personal Redemption Code

No payment or payment card information will be required to enroll. If you have any questions, please contact us directly at **888-520-8691, ext. 7702** or [riskmanagement@inroads.org](mailto:riskmanagement@inroads.org).

<sup>1</sup> Identity Theft Insurance underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. 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

*The Mission of INROADS is to deliver innovative leadership development programs and creative solutions that identify, accelerate and elevate underrepresented talent throughout their careers.*



## **FOR MORE INFORMATION:**

- Residents of the District of Columbia: You may contact the Office of the Attorney General for the District of Columbia, 400 6<sup>th</sup> Street, NW, Washington, DC 20001, 202.727.3400, [aog@dc.gov](mailto:aog@dc.gov), <http://oag.dc.gov> for more information.
- Residents of Maryland: You may contact the Maryland Office of the Attorney General Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202, [www.oag.state.md.us](http://www.oag.state.md.us), 1.888.743.0023 for more information about preventing identity theft.
- Residents of Massachusetts: You have the right to obtain any police report filed in regard to this incident. If you are the victim or identity theft, you also have the right to file a police report and obtain a copy of it.
- Residents of North Carolina: You may contact the North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001, [www.ncdoj.gov](http://www.ncdoj.gov), 1.877.566.7226 for information about preventing identity theft.
- Residents of other states: To find contact information for your State Attorney General, please visit [www.naag.org/current-attorneys-general.php](http://www.naag.org/current-attorneys-general.php)