

19962



## THE BOYS' LATIN SCHOOL OF MARYLAND

[Date]

[First Name][Last Name]

[Address]

[City], [State] [ZIP]

To [Name]:

The Boys' Latin School of Maryland ("The Boys' Latin School") writes to inform you of an incident that may affect the privacy of some of your personal information. Due to requirements imposed by Massachusetts law, we are unable to provide further detail about the nature of the incident, but you may obtain additional information by calling the dedicated assistance line listed below.

We take the confidentiality, privacy, and security of information in our possession very seriously. As part of our ongoing commitment to the privacy of personal information in our care, The Boys' Latin School has taken and is taking steps to review its policies, procedures and existing security measures including the security measures in place at its third-party vendors.

We have provided you with access to **Single Bureau Credit Monitoring** services at no charge. Services are for twenty-four (24) months from the date of enrollment. When changes occur to your Experian credit notice is sent to you the same day the change or an update takes place with the bureau. In addition, we have provided you with proactive fraud assistance to help with any questions you might have. In the event that you are a victim of fraud you will also have access remediation support from a CyberScout Fraud Investigator.

To enroll in Credit Monitoring services at no charge, please navigate to:  
**<https://www.cyberscouthq.com/epiq263?ac=263HQ1158>**

If prompted, please provide the following unique code to gain access to services: **263HQ1158**

Once registered, you can access Monitoring Services by selecting the "Use Now" link to fully authenticate your identity and activate your services. Please remember that in order to receive the monitoring service described above, you must enroll within 90 days from the date of this letter.

You have the right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the

extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

**Experian**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742

[www.experian.com/freeze/center.html](http://www.experian.com/freeze/center.html)

**TransUnion**

P.O. Box 160  
Woodlyn, PA 19094  
1-888-909-8872

[www.transunion.com/credit-freeze](http://www.transunion.com/credit-freeze)

**Equifax**

P.O. Box 105788  
Atlanta, GA 30348-5788  
1-800-685-1111

[www.equifax.com/personal/credit-report-services](http://www.equifax.com/personal/credit-report-services)

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended "fraud alert" on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

**Experian**

P.O. Box 2002  
Allen, TX 75013  
1-888-397-3742

[www.experian.com/fraud/center.html](http://www.experian.com/fraud/center.html)

**TransUnion**

P.O. Box 2000  
Chester, PA 19016  
1-800-680-7289

<https://www.transunion.com/fraud-alerts>

**Equifax**

P.O. Box 105069  
Atlanta, GA 30348  
1-888-766-0008

<https://www.equifax.com/personal/credit-report-services/>

Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a report and obtain a copy of it.

You can also further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, your

state Attorney General, or the Federal Trade Commission (FTC). The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; [www.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. Instances of known or suspected identity theft should also be reported to law enforcement, the FTC, and the Massachusetts Attorney General.

We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, please call our call center at [insert number] Monday through Friday from [insert time]. You may also write to The Boys' Latin School at 822 W. Lake Ave., Baltimore, MD 21210.

We sincerely regret any inconvenience or concern this incident may have caused.

Sincerely,

[Signature]

Sean Kriebel  
Assistant Headmaster / CFO