

# 2024-476

February 13, 2024

[Name of Affected Consumer]  
[Address of Affected Consumer]

Subject: Notice of Data Security Incident

Dear [Name of Affected Consumer],

We have been made aware of a data security incident that occurred at DonorPerfect, a third-party fundraising software platform we and many other non-profit organizations use. The data security incident may have affected your personal information. At the Woodson Center, we take the privacy and security of personal information very seriously. This is why we are informing you of the incident and providing you with steps you can take to protect your personal information.

**What Happened.** DonorPerfect notified the Woodson Center on the evening of February 5, 2024 that it had discovered suspicious activity related to a subsection of its hosted file storage. DonorPerfect reported that it immediately took steps to identify, contain and remediate the issue, including locking down their systems and strengthening numerous security protocols. DonorPerfect reported that its investigation determined that certain data files may have been acquired without authorization between November 25, 2023 and December 8, 2023. We have been informed that some of your personal information was identified as being contained within the potentially affected data.

**What Information Was Involved.** The information may have included your name, address, and bank information.

**What We Are Doing.** DonorPerfect has reported that they took the steps described above and implemented measures to enhance network security and minimize the risk of a similar incident occurring in the future. They also notified the Federal Bureau of Investigation and local law enforcement and indicated they will continue to cooperate with them on any investigations to hold the perpetrator accountable. We expect to continue to monitor the situation as appropriate.

DonorPerfect has arranged to provide credit monitoring services through IDX, a leader in consumer identity protection. These services include 12 months of credit monitoring, identity protection through CyberScan, a \$1 million identity fraud loss reimbursement policy, and fully managed identity theft recovery services. To take advantage of the services, please contact DonorPerfect at [creditmonitoring@donorperfect.com](mailto:creditmonitoring@donorperfect.com).

**What You Can Do.** You can follow the recommendations on the following page to help protect your personal information. You can also enroll in the complimentary services offered to you through IDX by contacting DonorPerfect at [creditmonitoring@donorperfect.com](mailto:creditmonitoring@donorperfect.com).

**For More Information.** Further information about how to protect your personal information appears below. If you have questions or need assistance, please respond to this email or call me at 202-518-6500 x1. Protecting your personal information is of utmost importance to us, and we are committed to maintaining your trust. Thank you for your understanding and continued support.

Sincerely,

Julia Nelson  
COO, Woodson Center  
1625 K Street NW Ste. 410  
Washington, DC 20006

## STEPS YOU CAN TAKE TO PROTECT YOUR PERSONAL INFORMATION

**Review Your Account Statements and Notify Law Enforcement of Suspicious Activity:** As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. 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 fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

**Copy of 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 visiting <http://www.annualcreditreport.com/>, calling toll-free 1-877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You also can contact one of the following three national credit reporting agencies:

**Equifax**

P.O. Box 740241  
Atlanta, GA 30374  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

**Experian**

P.O. Box 4500  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

**TransUnion**

P.O. Box 2000  
Chester, PA 19016  
1-800-916-8800  
[www.transunion.com](http://www.transunion.com)

**Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least one year. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

**Security Freeze:** You have the right to put a security freeze on your credit file for up to one year at no cost. 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. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

**Federal Trade Commission**

600 Pennsylvania Ave, NW  
Washington, DC 20580  
[consumer.ftc.gov](http://consumer.ftc.gov), and  
[www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)  
1-877-438-4338

**Maryland Attorney General**

200 St. Paul Place  
Baltimore, MD 21202  
[oag.state.md.us](http://oag.state.md.us)  
1-888-743-0023

**New York Attorney General**

Bureau of Internet and Technology  
Resources  
28 Liberty Street  
New York, NY 10005  
1-212-416-8433

**North Carolina Attorney General**

9001 Mail Service Center  
Raleigh, NC 27699  
[ncdoj.gov](http://ncdoj.gov)  
1-877-566-7226

**Rhode Island Attorney General**

150 South Main Street  
Providence, RI 02903  
<http://www.riag.ri.gov>  
1-401-274-4400

**Washington D.C. Attorney General**

441 4th Street, NW  
Washington, DC 20001  
[oag.dc.gov](http://oag.dc.gov)  
1-202-727-3400

**You also have certain rights under the Fair Credit Reporting Act (FCRA):** These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit <https://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf>.