

22247

NOTICE OF DATA BREACH

September 30, 2021

Dear [REDACTED]

On behalf of the School Department of the City of Cambridge (also known as the Cambridge Public Schools), I am writing to inform you about a recent incident that may have exposed some personal information about you. We take the protection of personal information very seriously. This is why we are contacting you directly to let you know what occurred and how we are responding to assist you.

WHAT HAPPENED. On September 22, 2021, a document containing your personal information was inadvertently sent to a third party by email. The third party was immediately contacted, and the third party confirmed that she had deleted the email without opening the attachment with the document in question, and confirmed that the email had therefore been destroyed without having been read.

WHAT INFORMATION WAS INVOLVED. The personal information involved included your name, your Social Security number, and your address.

WHAT WE ARE DOING. We learned of and began investigating the matter on September 22, 2021 and quickly determined the nature and scope of the incident. We also have notified the Cambridge Police Department, the Massachusetts Attorney General's Office and the Massachusetts Office of Consumer Affairs and Business Regulation of this incident in accordance with the requirements of M.G.L. c. 93H, §3(b). We are communicating this incident to you and are offering you credit monitoring services for eighteen (18) months free of charge. Please let us know if you would like to use this free service. We are reviewing and updating our Written Information Security Plan to enhance procedures and will continue to access any additional actions needed to protect personal information.

WHAT YOU CAN DO. We recommend that you review the information provided in this letter that may provide guidance for some steps that you may take to protect yourself against potential misuse of your personal information.

You may file a police report with your local police department.

You may place a security freeze (also referred to as a credit freeze) on your credit reports by contacting each of the three major agencies, Equifax, Transunion, and Experian. Each freeze remains until you lift or remove it. Under Federal law and Massachusetts law you cannot be charged to place, lift, or remove a credit freeze.

A credit freeze also stops businesses from checking your credit, so you may need to temporarily lift your credit freeze before:

- Applying for any type of loan, mortgage, or credit card
- Applying for insurance
- Switching or starting a new utility service or phone line, including a cell phone
- Applying for a job
- Applying to rent an apartment

How to place a credit freeze

To place a credit freeze on your credit report, you may send a written request by regular, certified, or overnight mail at the addresses below. You may also place a credit freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below:

Equifax Information Services LLC
P.O. Box 740256
Atlanta, GA 30374
1-866-640-2273
<https://www.equifax.com/personal/credit-report-services/>

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
1-888-397-3742
<https://www.experian.com/freeze/center.html>

TransUnion Consumer Solutions
P.O. Box 2000
Chester, PA 19016-2000
1-800-916-8800
<https://www.transunion.com/credit-freeze>

In order to request a credit freeze, expect to provide some or all of the following information to the consumer reporting agency, depending on whether you request the freeze online, by phone, or by mail:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.)
2. Social Security number
3. Date of birth
4. Addresses where you have lived over the prior five years
5. Proof of current address, such as a current utility bill, telephone bill, rental agreement, or deed
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.)
7. Social Security card, pay stub, or W2
8. If you are a victim of identity theft, a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

For additional information about credit freezes, please see the Federal Trade Commission's website at:
<https://www.consumer.ftc.gov/articles/what-know-about-credit-freezes-and-fraud-alerts>

You may add a fraud alert to your credit report file to help protect your credit information. You may place a fraud alert in your file by calling just one of the three nationwide credit reporting agencies listed

above. As soon as that agency processes your fraud alert, it will notify the other two agencies, which then must also place fraud alerts in your file.

You should remain vigilant for incidents of fraud and identity theft, including by regularly reviewing your account statements and monitoring free credit reports. You may request free credit reports from the three consumer reporting agencies (Equifax, Experian, and Transunion) either on-line at <https://www.annualcreditreport.com/index.action> or by calling (877) 322-8228. If you discover any suspicious or unusual activity on your accounts or suspect identity theft or fraud, be sure to report it immediately to your financial institutions. Additionally, if you discover information on your credit report arising from a fraudulent transaction, you should request that the consumer reporting agency delete that information from your credit report file.

In addition, you may contact the Federal Trade Commission or law enforcement to report incidents of identity theft. To learn about steps you can take to protect yourself from identity theft, please see the Federal Trade Commission's website at www.consumer.gov/idtheft.

FOR MORE INFORMATION. Please know that we sincerely regret any inconvenience or concern this incident may cause you. If you have questions regarding this incident, please contact the undersigned at 617-349-3055 or ssmith@cpsd.us.

Sincerely,

Steve Smith

Steve Smith
Chief Information Officer
Cambridge Public Schools