

August 10, 2022

[name of person]

[address]

[city, Massachusetts, zip]

Re: security incident and your personal information

Dear (name of person):

We are writing to inform you of a recent security incident at the University of West Florida.

Sometime between June 23 and June 28, 2022, a UWF laptop was stolen from the University's Center for Fine and Performing Arts building. To ensure the security of our community, we scanned the contents of a recent backup of the laptop and discovered your name and social security number within a file associated with a previous engagement you may have had with the University dating back to the early 2000's. The criminal investigation into the stolen laptop is ongoing, and we issued a 'wipe' command to the laptop (which will destroy the data once it comes back online). Lastly, we are reinforcing our internal protocols to prevent future similar situations, and we are ensuring that your personal information will be destroyed from all backups going forward so that it will not reoccur in the future.

Both our law enforcement and cyber security professionals have reason to believe that the laptop was stolen for its material value only and that the theft of the equipment would not likely result in identity theft or any financial harm to you. Further, at this time, we are unaware of any evidence that any personal information on the laptop has been improperly used. However, we still believe that the prudent course of action is to notify you of this event.

To protect yourself from the possibility of identity theft, we recommend that you immediately place a fraud alert on your credit files. A fraud alert conveys a special message to anyone requesting your credit report that you suspect you were a victim of fraud. When you or someone else attempts to open a credit account in your name, the lender should take measures to verify that you have authorized the request. A fraud alert should not stop you from using your existing credit cards or other accounts, but it may slow down your ability to get new credit. An initial fraud alert is valid for ninety (90) days. To place a fraud alert on your credit reports, contact one of the three major credit reporting agencies at the appropriate number listed below or via their website. One agency will notify the other two on your behalf. You will then receive letters from the agencies with instructions on how to obtain a free copy of your credit report from each.

- Equifax (888) 766-0008 or www.fraudalert.equifax.com
- Experian (888) 397-3742 or www.experian.com

- TransUnion (800) 680-7289 or www.transunion.com

In accordance with Massachusetts law, UWF can provide a credit freeze and credit monitoring services for you for up to 18 months, all at no cost to you. Please contact Geissler Golding within 30 days of the date of this letter if you wish to engage these services. Additionally, if you wish to obtain a copy of the UWF police report, please contact the UWF police department, Sgt. Seth Brown, at 850-474-2415 for a copy.

When you receive a credit report from each agency, review the reports carefully. Look for accounts you did not open, inquiries from creditors that you did not initiate, and confirm that your personal information, such as home address and Social Security number, is accurate. If you see anything you do not understand or recognize, call the credit reporting agency at the telephone number on the report. You should also call your local police department and file a report of identity theft. Get and keep a copy of the police report because you may need to give copies to creditors to clear up your records or to access transaction records.

Even if you do not find signs of fraud on your credit reports, we recommend that you remain vigilant in reviewing your credit reports from the three major credit reporting agencies. You may obtain a free copy of your credit report once every 12 months from each credit bureau by visiting www.annualcreditreport.com, calling toll-free 877-322-8228 or by completing an Annual Credit Request Form at: www.ftc.gov/bcp/menus/consumer/credit/rights.shtm or mailing to: Annual Credit Report Request Service, P.O. Box 1025281, Atlanta, GA 30348-5283.

For more information on identity theft, you can visit the Federal Trade Commission at: www.ftc.gov/bcp/edu/microsites/idtheft/

If there is anything the University of West Florida can do to further assist you, please email or call Geissler Golding, the Chief Information Security Officer for UWF.

Sincerely,



Geissler Golding

Executive Director of ITS and CISO
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