

Notice of Security Incident

November 9, 2023

Name
Street Address
City, State Zip Code

Dear [NAME]:

We are writing to notify you that a breach of security of your personal information occurred on September 30, 2023 at the Wyoming Education Association (“WEA”).

WEA values your privacy and deeply regrets that this incident occurred. We have security measures in place that allowed us to quickly identify and contain this incident, and we continue to confirm and strengthen the security of our systems. We are notifying you of the incident so that you can take appropriate steps to protect your personal information. We have also provided relevant regulatory notices.

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

You may also place a security freeze on your credit reports, free of charge. A security freeze prohibits a credit reporting agency from releasing any information from a consumer’s credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You must place your request for a freeze with each of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com). To place a security 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

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security freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below.

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
1-800-349-9960
<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 Security Freeze
P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
<https://www.transunion.com/credit-freeze>

In order to request a security freeze, you will need to provide some or all of the following information to the credit reporting agency, depending on whether you do so 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. If you have moved in the past five (5) years, the 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, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your credit report, based upon the method of your request. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password (or both) that can be used by you to authorize the removal or lifting of the security freeze. It is important to maintain this PIN/password in a secure place, as you will need it to lift or remove the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze, as well as the identities of those entities or individuals you would like to receive your credit report. You may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above. The credit bureaus have between one (1) hour (for

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requests made online) and three (3) business days (for request made by mail) after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.

To further assist you in protecting your personal information, WEA and its national affiliate, the National Education Association, have arranged to offer credit monitoring services for 18 months at no cost to you. These services will be provided by Cyberscout through Identity Force, a TransUnion company specializing in fraud assistance and remediation services, and include Single Bureau Credit Score services with alerts when changes occur to your credit file. Alerts are sent to you the same day that the change or update takes place with the bureau. The free monitoring services also provide you with proactive fraud assistance to help with any questions that you might have or in event that you become a victim of fraud.

To take advantage of this offer, please log on to <https://secure.identityforce.com/benefit/nationaleducation> and follow the instructions provided. When prompted please provide the following unique code to receive services: <<Unique Code>>. You must enroll within 90 days from the date of this letter. The enrollment requires an internet connection and e-mail account, and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

We also encourage you to take additional steps to protect yourself against identity theft or other fraud. For example, you may wish to:

1. Review your account statements for suspicious activity, and 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.
2. Remain vigilant about monitoring your credit report by obtaining a free annual copy of your credit report from each of the three major credit reporting agencies. You can do this by visiting <http://www.annualcreditreport.com>, calling toll-free 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.
3. Place a fraud alert on your credit report, which requires creditors to contact you before they open any new accounts or change your existing accounts, by contacting any one of the three credit reporting agencies listed above. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts.
4. Further educate yourself regarding identity theft and the steps you can take to protect yourself. For example, you can review *Identity Theft: A Recovery Plan*, a comprehensive guide from the FTC to help you guard against and deal with identity theft, along with

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other tips provided by the Federal Trade Commission on how to avoid identity theft. For more information, please visit www.identitytheft.gov, or call 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The IRS also has guidance concerning identify protection, which you can find at <https://www.irs.gov/identity-theft-fraud-scams>.

If you have questions about this incident that are not addressed in this letter, please contact please contact WEA at (800) 442-2395 between 9:00 a.m. – 5:00 p.m. MST or send an e-mail to infosec@nea.org between 9:00 a.m. – 5:00 p.m. EST, Monday through Friday.

Sincerely,

Ronald Sniffin
Executive Director