

Bryant & Stratton College

Personal Education. Lifetime Success.®
Since 1854

Bryant & Stratton College
Albany Campus
1259 Central Avenue
Albany, NY 12205

April 25, 2016

Re: Information Disclosure

Dear :

At Bryant & Stratton College, we take our commitment to protect your personal data very seriously. For this reason, we have important information for you to help protect the privacy and security of your personal information.

On March 10, 2016, an email was sent to two Bryant & Stratton students, which inadvertently attached a file containing your personally identifiable information ("PII"), including name, Student ID number and social security number, and information about financial aid references. The Office of Financial Aid was immediately notified of the attachment and was able to confirm that the information had not been forwarded to others. Bryant & Stratton has been diligently working with the two recipients of this email to ensure that there has been no misuse of your PII. We have advised the appropriate government agencies, who are aware of this incident.

While we have no evidence that such data has actually been misused, and that any future misuse is not reasonably possible, we are notifying you out of an abundance of caution so that you have the information and tools necessary to help detect and prevent any possible misuse of personal information. We have taken appropriate action to ensure that the disclosure of data was limited to these two individuals, however our investigation remains ongoing.

www.bryantstratton.edu

Albany Campus 1259 Central Avenue, Albany, NY 12205 Tel: 518.437.1802 Fax: 518.437.1048
Malta Location 2452 Route 9, Suite 201, Malta, NY 12020 Tel: 518.437.1802 Fax: 518.437.1048

Credit Monitoring Assistance

As a precautionary measure, Bryant & Stratton College has arranged for LegalShield to offer you the option of one year of credit monitoring through Experian, free of charge to you. If you would like to take advantage of this offer, **you must enroll by May 31, 2016**. You can activate your membership by either visiting the LegalShield website: <http://www.legalshield.com/info/bryantstratton> or by calling 716-432-8801. Please refer to the attached document from LegalShield that provides an overview of the services offered to you.

LegalShield Support

If you have questions or feel that you have an identity theft issue, toll-free assistance is available 24/7 at 866-696-0927.

Although Bryant & Stratton has no reason to believe that the data was improperly used, we encourage you to utilize this service to assist you in remaining vigilant about the security of your identity.

Should you have any questions regarding the disclosure of your PII, please contact Loraine Dragon-Farnell, Albany Market, Business Office Director at (518) 437-1802.

If you wish to learn more about identity theft, the Vermont Office of the Attorney General offers information on their website at - <https://www.uvm.edu/consumer/?Page=idtheft.html>.

We take pride in serving you and apologize for any inconvenience or concern that this incident may cause.

Michael Gutierrez
Albany Campus Director