

# Diman Regional Vocational Technical High School

FALL RIVER - SOMERSET



SWANSEA - WESTPORT

Marta E. Montleon, *Superintendent-Director*  
[mmontleon@dimanregional.org](mailto:mmontleon@dimanregional.org)

251 Stonehaven Road  
Fall River, Massachusetts 02723  
Telephone: 508-678-2891  
Fax: 508-679-6423

Kyle J. Alves, *Assistant Superintendent/Principal*  
[kalves@dimanregional.org](mailto:kalves@dimanregional.org)

[Date]

[Name]

[Address]

[City, State Zip]

Re: Diman Regional Vocational Technical High School's Data Security Event

Dear [Name],

Diman Regional Vocational Technical High School ("Diman") is writing to provide notice of a data security incident that may affect the security of some of your personal information. We are unaware of any actual or attempted misuse of your information as a result of this incident. This letter contains details about the incident and our response, steps you can take to protect your information and resources we are making available to help you.

**What happened?** On May 4, 2015, an email with an attached spreadsheet containing personal information was inadvertently sent by an employee in Diman's Human Resources Department to all faculty. The email was recalled that same day, but some individuals had already received the email.

Upon learning of this incident, we launched an investigation to confirm the nature and scope of this incident. . We are requiring the email recipients confirm that all copies of the email and attachment have been deleted and any hard copies of the email and/or attachments are returned to Kristie Garcia, Human Resource Coordinator. While our investigation is ongoing, we have determined that the spreadsheet attached to the email contained personal information including your name, Social Security number, gender, benefit code, date of hire, date of birth, annual salary, and employee premium percentage. The spreadsheet also indicated whether you have insurance through Diman, including an individual or family medical plan, dental plan, group life insurance, or optional life insurance plan.

**What we are doing.** We take the security of your information very seriously, and apologize for any concern or inconvenience this matter may cause. Although we are unaware of any actual or attempted misuse of personal information as a result of this incident, we have engaged Experian®, the largest credit bureau in the US, to offer you complimentary Fraud Resolution and Identity Protection® for two years. Instructions on how to activate these services are included in the enclosed Notice of Privacy Safeguards. **The deadline for enrollment is May 11, 2016.**

**What you can do.** We encourage you to activate the complimentary Fraud Resolution and Identity Protection. We also encourage you to review the information on protecting yourself against identity theft and fraud provided in the enclosed Notice of Privacy Safeguards. If you have questions about the incident, this letter or Experian's identity monitoring and protection services, please contact Kristie Garcia, Human Resource Coordinator at 508-678-2891 between 9:30 a.m. and 3:00 p.m. ET, Monday through Friday.

Sincerely,

Marta E. Montleon  
Superintendent-Director

# Diman Regional Vocational Technical High School

FALL RIVER - SOMERSET



SWANSEA - WESTPORT

Marta E. Montleon, *Superintendent-Director*  
[mmontleon@dimanregional.org](mailto:mmontleon@dimanregional.org)

Kyle J. Alves, *Assistant Superintendent/Principal*  
[kalves@dimanregional.org](mailto:kalves@dimanregional.org)

251 Stonehaven Road  
Fall River, Massachusetts 02723  
Telephone: 508-678-2891  
Fax: 508-679-6423

## NOTICE OF PRIVACY SAFEGUARDS

We encourage you activate Experian's Fraud Resolution and Identity Protection product known as ProtectMyID<sup>®</sup> Elite. This product provides you with superior identity protection and resolution of identity theft. To start monitoring your personal information please follow the steps below:

Visit [www.protectmyid.com/protect](http://www.protectmyid.com/protect)  
Provide your activation code: [code]

If you have questions or need an alternative to enrolling online, please call 866-751-1324 and provide Engagement #: PC94054. A credit card is not required for enrollment.

You are also able to immediately contact Experian regarding any fraud issues, and have access to the following features once you initiate ProtectMyID:

- **Experian credit report:** See what information is associated with your credit file.
- **Active Surveillance Alerts:** Monitors the Experian file for indicators of fraud.
- **Internet Scan:** Alerts you if your information is found on sites containing compromised data.
- **Address Change Alerts:** Alerts you of changes to your mailing address.
- **Fraud Resolution:** Identity Theft Resolution agents are immediately available to help you address credit and non-credit related fraud.
- **ExtendCARE:** You receive the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
- **\$1 Million Identity Theft Insurance\*:** Provides coverage for certain costs and unauthorized electronic fund transfers.
- **Lost Wallet Protection:** Get help replacing credit, debit, and medical insurance cards.

Integrate your ProtectMyID membership with the BillGuard app for FREE and receive:

- **Card Fraud Monitoring:** Alerts you when your credit/debit cards are used.
- **Card Concierge:** Resolve billing inquiries and disputes with merchants.

If you are a victim of fraud, simply call Experian at 866-751-1324 by **May 11, 2016**, and a dedicated Identity Theft Resolution agent will help you restore your identity. Please provide the engagement number in this letter as proof of eligibility.

If you have any questions about ProtectMyID, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 866-751-1324.

We encourage you to remain vigilant, review your account statements regularly and monitor your credit reports for suspicious activity. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call 877-322-8228 toll free. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below. Information regarding security freezes is also available from these agencies.

Equifax  
P.O. Box 105069  
Atlanta, GA 30348  
800.525.6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 2002  
Allen, TX 75013  
888.397.3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 2000  
Chester, PA 19022-2000  
800.680.7289  
[www.transunion.com](http://www.transunion.com)

You can further educate yourself regarding identity theft, security freezes, and the steps you can take to protect yourself by contacting the Federal Trade Commission or your state Attorney General. **For North Carolina residents**, the Attorney General can be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001, (919) 716-6400, [www.ncdoj.gov](http://www.ncdoj.gov). The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft), 1-877-ID-THEFT (877-438-4338); TTY: 866-653-4261. The Federal Trade Commission also encourages those who discover their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. This notice has not been delayed because of law enforcement; however, instances of known or suspected identity theft should also be reported to law enforcement.