



GREEN MOUNTAIN
VALLEY SCHOOL

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August 8, 2016

Name
Address
City, st zip

Re: Notice of Data Breach

Dear name,

I am writing to let you know that we recently learned of an issue that, we believe, may have resulted in your personal information being accessed by an unauthorized person.

What Happened

A concerned parent of a GMVS student contacted us on July 15, 2016 after receiving a fraudulent email from a GMVS employee's work email address. We immediately investigated, and reset the log-in credentials for the employee's account. We have been monitoring the account and there has been no further unauthorized access to the account since the reset.

What Information Was Involved

We reviewed the logs for the email account and they appear to show that an unauthorized person had been accessing the account between May 24 and July 15, 2016. In the course of the employee's work over the past year, she occasionally received emails containing [REDACTED]

[REDACTED] You are receiving this letter because you are or were an employee of the school and your information may have been in these email files. We have no indication that the unauthorized person actually viewed or accessed this personal information, but are sending this letter out of an abundance of caution.

What We Are Doing

We are providing you with access to Triple Bureau Credit Monitoring* services at no charge. These services provide you with alerts for twelve months from the date of enrollment when changes occur to any of one of your Experian, Equifax or TransUnion credit files. This notification is sent to you the same day that the change or update takes place with the bureau. These services will be provided by IDT911, a company that specializes in identity theft education and resolution.

* Services marked with an "*" require 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 and in order to confirm your identity.

To enroll in Credit Monitoring* services at no charge, please log onto https://www.myidmanager.com/promo_code.html and follow the instructions provided. **When prompted please provide the following unique code to receive services: <code> .**

For assistance with enrolling in the IDT911 services, **please call the IDT911 help line 1-800-405-6108** and supply the fraud specialist with your unique code.

What You Can Do

You are also entitled under U.S. law to one free credit report annually from each of the three nationwide consumer reporting agencies, and we encourage you to remain vigilant for incidents of fraud and identity theft, such as by monitoring your free credit reports and reviewing your account statements. You also have the right to put a security freeze or fraud alert on your credit file.

Additional information about fraud alerts and security freezes, along with additional information regarding how to protect your personal information, can be obtained in the “**Other Important Information**” section at the end of this letter. We hope this information is useful to you.

For More Information

We were extremely disappointed to learn about these circumstances and regret any inconvenience you may incur. If you have any questions regarding this issue, please contact Tim Harris at 802-583-1702 or tharris@gmvs.org.

Sincerely,

A handwritten signature in cursive script that reads "Tim Harris". The signature is written in black ink and is positioned above the printed name.

Tim Harris

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Other Important Information

Free Credit Reports. To order your free credit report, visit www.annualcreditreport.com, call toll-free at 1-877-322-8228, or complete the Annual Credit Report Request Form on the U.S. Federal Trade Commission's ("FTC") website at www.consumer.ftc.gov and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. The three nationwide consumer reporting agencies provide free annual credit reports only through the website, toll-free number, or request form.

When you receive your credit report, review it carefully. Look for accounts you did not open. Look in the "inquiries" section for names of creditors from whom you haven't requested credit. Some companies bill under names other than their store or commercial names. The consumer reporting agency will be able to tell you when that is the case. Look in the "personal information" section for any inaccuracies in your information (such as home address and Social Security number). If you see anything you do not understand, call the consumer reporting agency at the telephone number on the report. Errors in this information may be a warning sign of possible identity theft. You should notify the consumer reporting agencies of any inaccuracies in your report, whether due to error or fraud, as soon as possible so the information can be investigated and, if found to be in error, corrected. If there are accounts or charges you did not authorize, immediately notify the appropriate consumer reporting agency by telephone and in writing. Consumer reporting agency staff will review your report with you. If the information can't be explained, then you will need to call the creditors involved. Information that can't be explained also should be reported to your local police or sheriff's office because it may signal criminal activity.

Incident Reports. If you detect any unauthorized transactions in a financial account, promptly notify your payment card company or financial institution. If you detect any incident of identity theft or fraud, promptly report the incident to law enforcement, the FTC, and your state Attorney General. If you believe your identity has been stolen, the FTC recommends that you take these steps:

- Close the accounts that you have confirmed or believe have been tampered with or opened fraudulently. Use the FTC's ID Theft Affidavit (available at <https://www.consumer.ftc.gov/articles/pdf-0094-identity-theft-affidavit.pdf>) when you dispute new unauthorized accounts.
- File a local police report. Obtain a copy of the police report and submit it to your creditors and any others that may require proof of the identity theft crime.

You can contact the FTC to learn more about how to protect yourself from becoming a victim of identity theft and how to repair identity theft:

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580
1-877-IDTHEFT (438-4338)
www.ftc.gov/idtheft/

Fraud Alert on Your Credit File. You are allowed to place a fraud alert on your credit file. You can place a fraud alert by calling any one of the toll-free numbers provided below. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three consumer reporting agencies. For more information on fraud alerts, you may contact the three nationwide consumer reporting agencies below or the FTC as described above.

Equifax	Equifax Credit Information Services, Inc. P.O. Box 740241 Atlanta, GA 30374	1-800-525-6285	www.equifax.com
Experian	Experian Inc. P.O. Box 9554 Allen, TX 75013	1-888-397-3742	www.experian.com

TransUnion	TransUnion LLC P.O. Box 2000 Chester, PA 19022-2000	1-800-680-7289	www.transunion.com
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Security Freeze on Your Credit File. You have the right to place a “security freeze” on your credit file. A security freeze is designed to prevent potential creditors from accessing your credit file at the consumer reporting agencies without your consent. However, you should be aware that placing a security freeze on your credit file may delay, interfere with, or prevent the timely approval of any requests you may make for new loans, credit, mortgages, employment, housing, or other services.

There may be fees for placing, lifting, and/or removing a security freeze, which generally range from \$5 to \$20 per action. *To place a security freeze on your credit file, you must send a written request to each of the three major consumer reporting agencies listed above.*

In order to request a security freeze, you will need to provide the following information:

- Your full name with middle initial and generation (such as Jr., Sr., II, III)
- Your Social Security number
- Your date of birth
- Addresses where you have lived over the past five years
- A legible copy of a government-issued identification card (such as a state driver’s license or military ID card)
- Proof of your current residential address (such as a current utility bill or account statement)
- If you are a victim of identity theft, a copy of the police report, investigative report, or complaint to a law enforcement agency concerning identity theft
- If you are not a victim of identity theft, payment by check, money order, or credit card (Visa, MasterCard, American Express, or Discover only); do not send cash by mail

The credit reporting agencies have three business days after receiving your request to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five 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.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (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 or the specific period of time you want the credit report available. The credit reporting agencies have three business days 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 send a written request to each of the three credit bureaus by mail and include 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 three business days after receiving your request to remove the security freeze.

For more information on security freezes, you may contact the three nationwide consumer reporting agencies or the FTC as described above.