



October __, 2013

<firstname> <lastname>
<street address>
<city>, <state> <zip code>

Dear <firstname> <lastname>:

Hudson Valley Community College is committed to protecting your personal information. As the Next Step Program's regional administrator, we are writing to inform you about an incident involving some of that information.

On August 31, 2013, a password-protected, unencrypted laptop was stolen from the home of an administrator for the Next Step Verizon associate program regionally administered by Hudson Valley Community College. New York State Police was immediately notified, and Verizon and the College began a thorough investigation to determine the contents of the laptop. The investigation confirmed that the laptop included [REDACTED].

We have no indication that any information has been accessed or misused. We also have no reason to believe that the laptop was taken for the information it contained, as several personal items were stolen in the burglary. Out of abundance of caution, the College and Verizon are offering you two-years of **Triple Bureau Credit Monitoring*** services at no charge provided by **Identity Theft 911**, a company that specializes in identity theft education and resolution. These services provide you with alerts for twenty-four months from the date of enrollment when changes occur to any one of your Experian, Equifax or TransUnion credit reports. A notification is sent to you the same day that a change or update takes place with any of the three bureaus.

For more information on identity theft prevention and instructions on how to activate your complimentary two-year membership, please see the additional information provided in this letter. We are working to find ways to further enhance security. If you have any questions, please call 1-800-405-6108 from 8:00 a.m.-4:30 p.m. Eastern Standard Time, Monday through Friday.

Sincerely,

A handwritten signature in cursive script, appearing to read "James J. LaGatta".

James J. LaGatta
Vice President for Administration
Hudson Valley Community College

80 Vandenburg Avenue, Troy, New York 12180-6096 / (518) 629-HVCC / www.hvcc.edu

How do I enroll for the free services?

To enroll in Triple Bureau Credit Monitoring* services at no charge, please log on to https://www.myidmanager.com/promo_code.html and follow the instructions provided. When prompted please provide the following unique code to receive services: [INSERT CODE].

To take advantage of the Identity Theft 911 services, or to obtain additional information about these services, please call the Identity Theft 911 help line 1-800-405-6108 and supply the fraud specialist with your unique code.

Even if you choose not to enroll in the above services, we recommend you remain vigilant to the possibility of fraud and identity theft by reviewing your credit report and credit card, bank, and other financial statements for any unauthorized activity. You may also obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting companies. It is also recommended that you remain vigilant for incidents of fraud and identity theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity. To order your credit report, free of charge once every 12 months, from each of the three major nationwide credit companies, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

<u>Equifax</u> PO Box 740256 Atlanta, GA 30374 www.equifax.com 1-800-525-6285	<u>Experian</u> PO Box 9554 Allen, TX 75013 www.experian.com 1-888-397-3742	<u>TransUnion</u> PO Box 6790 Fullerton, CA 92834 www.transunion.com 1-800-680-7289
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If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your home state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission
600 Pennsylvania Avenue, NW
Washington, DC 20580
www.ftc.gov/idtheft
1-877-438-4338

You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records.

* 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.