



NATIONAL OFFICE
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October 16, 2014

Dear _____,

We are writing to let you know that there was an unauthorized access to the e-mail system at National Domestic Workers Alliance (“NDWA”). The type of personal information that may be contained in the email accounts may include a copy of your W-9 tax form. The Alliance immediately engaged a computer forensics consultant to determine if any personal information of our consultants had been accessed during the incident. We have been unable to determine if any personal information was accessed. But, as a precautionary measure we want to notify you of this incident and steps you may take to protect your personal information. Please be assured that we have taken every step necessary to address the incident.

We take the protection of your personal information seriously and we are reviewing our privacy policies and procedures. As an initial measure, we have put in place a two- step verification process regarding email. This will make it more difficult for anyone to access employee email accounts from an unauthorized computer. We have also changed all employee passwords.

To protect yourself from the possibility of identity theft if access to your W-9 tax form was obtained, we recommend that you do the following:

1. You have the right to ask that nationwide consumer reporting agencies place "fraud alerts" in your file to let potential creditors and others know that you may be a victim of identity theft. A fraud alert can make it more difficult for someone to get credit in your name because it tells creditors to follow certain procedures to protect you. It also may delay your ability to obtain credit. You may place a fraud alert in your file by contacting just one of the three nationwide consumer reporting agencies. As soon as that agency processes your fraud alert, it will notify the other two, which then also must place fraud alerts in your file. You will then receive letters from the agencies with instructions on how to obtain a free copy of your credit report.

- Experian: P.O. Box 9554, Allen, TX; www.experian.com; 1 888 397 3742
- Equifax: P.O. Box 105788, Atlanta GA; www.equifax.com; 1 800 525 6285
- TransUnion: P.O. Box 6790, Fullerton CA; www.transunion.com; 1 800 680 7289

2. In some states you may also ask that the credit reporting agencies referenced above place a security freeze on your credit report. A security freeze prevents most potential creditors from viewing your credit reports and there further restricts the opening of unauthorized accounts. For more information on placing a security freeze, go to one of the reporting agencies referenced above.

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3. Even if you do not find signs of fraud on your credit reports, you may want to periodically review the reports. You may obtain a free copy of your credit report once every twelve months by visiting www.annualcreditreport.com, or calling toll free at 877-322-8228.

4. To help protect your identity, we are offering a **complimentary** one-year membership of Experian's® ProtectMyID® Elite to employees. If you provided a social security number of your spouse or partner on an insurance application this service will also be provided to them. Each of you will need to activate the ProtectMyID separately. This product helps detect possible misuse of your personal information and provides you with identity protection support focused on immediate identification and resolution of identity theft. If you choose to enroll in the complimentary program below, Experian can also assist you in placing a fraud alert or security freeze on your credit files. But please note that you will need to ask for this assistance as neither the fraud alert or security freeze are automatically included in the services described below. There is no charge by Experian for assisting you in placing a fraud alert or security freeze.

Activate ProtectMyID Now in Three Easy Steps

1. ENSURE **That You Enroll By: 01/31/2015** (Your code will not work after this date.)
2. VISIT the **ProtectMyID Web Site to enroll: www.protectmyid.com/enroll**
3. PROVIDE **Your Activation Code:**

If you have questions or need an alternative to enrolling online, please call 877-441-6943 and provide engagement #:

ADDITIONAL DETAILS REGARDING YOUR {12-MONTH} PROTECTMYID MEMBERSHIP:

A credit card is not required for enrollment.

Once your ProtectMyID membership is activated, you will receive the following features:

- **Free copy of your Experian credit report**
- **Surveillance Alerts for:**
 - **Daily 3 Bureau Credit Monitoring:** Alerts of key changes & suspicious activity found on your Experian, Equifax®, and TransUnion® credit reports.
 - **Internet Scan:** Alerts if your personal information is located on sites where compromised data is found, traded or sold.
 - **Change of Address:** Alerts of any changes in your mailing address.
- **Identity Theft Resolution & ProtectMyID ExtendCARE:** Toll-free access to US-based customer care and a dedicated Identity Theft Resolution agent who will walk you through the process of fraud resolution from start to finish for seamless service. They will investigate each incident; help with contacting credit grantors to dispute charges and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; contact government agencies.
 - It is recognized that identity theft can happen months and even years after a data breach. To offer added protection, you will receive ExtendCARE™, which provides

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you with the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.

- **\$1 Million Identity Theft Insurance¹:** Immediately covers certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.
- **Lost Wallet Protection:** If you misplace or have your wallet stolen, an agent will help you cancel your credit, debit, and medical insurance cards.

Once your enrollment in ProtectMyID is complete, you should carefully review your credit report for inaccurate or suspicious items. 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 877-441-6943.

You can find additional information on protecting your privacy and personal information at <http://www.consumer.ftc.gov/topics/privacy-identity>.

We sincerely regret that this incident occurred. If you have any questions, please do not hesitate to contact Tara Ellison at tara@domesticworkers.org or by phone at 646-360-5807.

Sincerely,

Tara Ellison, Finance and Operations Director
National Domestic Workers Alliance

¹ Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of AIG . The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.