



Important Memorandum

From: Commissioner Annie Noonan, Vermont Department of Labor

Date: March 27, 2015

Re: Unauthorized acquisition of Unemployment Insurance database information

On February 24<sup>th</sup>, the Vermont Department of Labor (VDOL) discovered that a now-former employee had improper possession of “personally-identifiable information” that was obtained from a VDOL Unemployment Insurance (UI) database. We are notifying you because your VDOL-assigned employer number, and some of your employees’ (or former employees’) names and social security numbers were in this person’s possession. In addition to sending you this letter, we have also notified those individuals directly impacted by this improper data acquisition.

As soon as the Department became aware of this situation, we immediately requested that the Vermont State Police initiate an investigation. In the course of the investigation, the State Police obtained documents and examined personal computer devices to review any possible usage of the data. The breach was also reported to the Vermont Attorney General’s Office, the Department of Information and Innovation, the Department of Human Resources, the USDOL and the Internal Revenue Service. At the current time, we are estimating the period of time relating to this improper acquisition to be sometime between mid-January and the end of February, 2015.

Vermont State Police are still examining the material seized in the search, including data on the employee’s home computer and from the internet provider, but have not yet identified a transfer of data to other persons or entities. Given this information, the Vermont Department of Labor, at this time, believes that the risk of identity theft arising from this incident is minimal.

In accordance with state law and USDOL protocol, all affected persons and employers identified in the investigation are receiving this notice from the VDOL alerting that their personal information was improperly accessed. If additional information becomes available that is relevant to share, we will update you.

We have encouraged individuals affected by this situation to:

- Call us at the Vermont Department of Labor if they have questions regarding this matter: 802-828-4301 or 802-828-5611.
- Check for information posted on our website at <http://labor.vermont.gov>.
- Conduct credit monitoring, as recommended by the Vermont Attorney General’s Office, at <https://www.uvm.edu/consumer/?Page=idtheft.html>

The Vermont Department of Labor deeply regrets that this incident occurred, and assures you that we are carefully reviewing our internal procedures and safeguards related to the disclosure of employer and worker information collected and used by the Department. The Department has strict confidentiality agreements and does not permit any employee to copy, transfer (by hard copy, electronic/downloaded transfer, or any other means), disclose or retain such data for any purpose unrelated to the department’s business.