

July 22, 2014

Licensee  
Street  
City, State, Zip

Dear \_\_\_\_\_ :

It has come to our attention that unauthorized individuals may have viewed the investigator's report regarding your unlicensed practice case with the Board of Nursing. Within this report is your full application for licensure, including your social security number. We are required to collect social security number for tax and child support purposes. We have enclosed a copy of the investigator's report. This report was viewed online once by a single unknown individual on July 16<sup>th</sup>, 2014.

You are one of three individuals whose investigation files were viewed during the brief time this information was exposed. We have determined that this incident was the result of human error made by one of our information technology vendors. We have taken steps to ensure that this does not happen again.

Though it is highly unlikely, it is possible that your social security number could be used for a fraudulent purpose. Here are some suggestions about how to protect yourself:

- 1) Review your bank and debit card account statements carefully over the next 12 to 24 months and immediately report any suspicious activity to your bank or credit union.
- 2) Monitor your credit reports with the major credit reporting agencies:

Equifax  
1-800-685-1111  
PO Box 740241  
Atlanta GA 30374-  
0241  
[www.equifax.com](http://www.equifax.com)

Experion  
1-888-397-3742  
PO Box 2104  
Allen TX 75013  
[www.experion.com](http://www.experion.com)

TransUnion  
1-888-916-8800  
PO Box 1000  
Chester PA 19022  
[www.transunion.com](http://www.transunion.com)

Under Vermont law you are entitled to a free copy of your credit report from each of those credit reporting agencies once per year. You should notify the credit reporting agency if you find accounts you did not open, inquiries from creditors that you did not initiate or inaccurate personal information.

We sincerely apologize that this happened. We take the privacy and security of our licensees very seriously. We would like to offer you one year of identity theft and credit report protection services to help monitor your situation and give you peace of mind.

Please feel free to contact me at (802) 828-2458 to obtain the above services or to discuss any other concerns you may have.

Sincerely,

Chris Winters