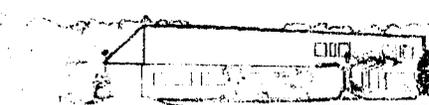


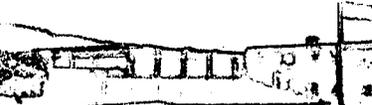
# Washington South Supervisory Union



Roxbury Village School



Northfield Elementary School



Northfield Middle High School

October 28, 2011

To All Staff:

I am writing to inform all employees that the Supervisory Union has encountered a serious security breach on its financial computer system, and that your personal financial information **may** have been compromised. Upon learning this, we are taking every precaution to curtail further activity including:

- Contacting the Attorney General's Office, as well as state law enforcement,
- Actively working with federal law enforcement and our bank's security officer,
- Isolating the affected system to prevent further intrusion and release of data,
- Until further notice, we will need to issue payroll using paper paychecks.
- Contact with all the banking institutions to which we do direct deposit to inform them of the breach to our system and that it could involve data of their clients.

This certainly brings to light the risks of technology and the use of the internet. We caution everyone on the use of online activity that involves personal data. The following is a list of suggestions of how you can best protect yourself:

- Review your bank, credit card, and debit card account statements over the next twelve to twenty-four months and immediately report any suspicious activity to your bank or credit union.
- Contact your bank at your earliest convenience to discuss with them what they recommend with regard to the security measures already on your accounts to which we provide direct deposit and/or if there are other measures you can take.
- If you receive any unfamiliar email not to open it or click on a link embedded in the email.
- Change your passwords periodically. Use letters, numbers, characters, uppercase and lowercase interspersed in your passwords.

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*37 Cross Street Unit 1; Northfield, Vermont 05663*  
*Fax – 802-485-3348*

Stacy Ferland  
Director of Special Services  
ferlands@wssu.org  
802-485-7373

Laurie Gossens  
Superintendent of Schools  
gossensl@wssu.org  
802-485-7755

Lisa Perreault  
Business Manager  
perreaultl@wssu.org  
802-485-7755

Visit us on the web: <http://www.wssu.org>

- **Monitor your credit reports** with the major credit reporting agencies.

Equifax  
1-800-685-1111

P.O. Box 740241  
Atlanta, GA 30374-0241

[www.equifax.com](http://www.equifax.com)

Experian  
1-888-397-3742

P.O. Box 2104  
Allen, TX 75013

[www.experian.com](http://www.experian.com)

TransUnion  
1-800-916-8800

P.O. Box 2000  
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 those agencies every twelve months.

Call the credit reporting agency at the telephone number on the report if you find:

- Accounts you did not open.
- Inquiries from creditors that you did not initiate.
- Inaccurate personal information, such as home address and Social Security number.

- If you do find suspicious activity on your credit reports or other account statements, call your local police or sheriff's office and **file a report of identity theft**. Get a copy of the police report. You may need to give copies of the police report to creditors to clear up your records, and also to access some services that are free to identity theft victims.
- If you find suspicious activity on your credit reports or on your other account statements, **consider placing a fraud alert** on your credit files so creditors will contact you before opening new accounts. Call any one of the three credit reporting agencies at the number below to place fraud alerts with all of the agencies.

**Equifax**  
**800-525-6285**

**Experian**  
**888-397-3742**

**TransUnion**  
**800-680-7289**

- If you find suspicious activity on your credit reports or on your other account statements, **consider placing a security freeze** on your credit report so that the credit reporting agencies will not release information about your credit without your express authorization. A security freeze may cause delay should you wish to obtain credit and may cost some money to get or remove, but it does provide extra protection against an identity thief obtaining credit in your name without your knowledge. If you have Internet access and would like to learn more about how to place a security freeze on your credit report, please visit the Vermont Attorney General's website at: <http://www.atg.state.vt.us/issues/consumer-protection/identity-theft.php>.

You may also get information about security freezes by contact the credit bureaus at the following addresses:

**Equifax:**

<https://www.freeze.equifax.com/freeze/?sp=SH- PersonalIDInfo.jsp>

**Experian:**

[http://www.experian.com/consumers/security\\_freeze.html](http://www.experian.com/consumers/security_freeze.html)

**TransUnion:**

<http://www.transunion.com/corporate/personal/credit/identity-theft/fraud/prevention/security-freeze.html>

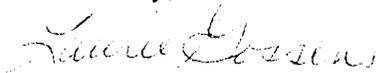
If you do not have Internet access but would like to learn more about how to place a security freeze on your credit report, contact the Vermont Attorney General's Office at 802-656-3183 (800-649-2424 toll free in Vermont only).

- Even if you do not find suspicious activity on your credit report or your other account statements, it is important that you **check your credit report** for the next two years. Just call one of the numbers in paragraph 2 above to order your reports or to keep a fraud alert in place.

Helpful information about fighting identity theft, placing a security freeze, and obtaining a free copy of your credit report is available on the Vermont Attorney General's website at <http://www.atg.state.vt.us>. Another helpful source is the Federal Trade Commission website, available at <http://www.ftc.gov/bcp/ste/identitytheft.html>.

Please be assured that supervisory union office staff will continue to work closely with IT staff, the banks, and others to rectify and avoid future incidents. Please know that we take this very seriously and will take whatever measures necessary to protect your security. If there is anything WSSU office staff can do to assist you, please contact us.

Sincerely,



Laurie Gossens  
Superintendent