



November 16, 2018

Re: Your Personal Information

Dear Current or Former EEDA employee:

Although East End Disability Associates, Inc. (“EEDA”) has implemented safeguards to protect the confidentiality of its employees’ private information, we regret to inform you that we have discovered that certain health and personal private information of yours may have been impermissibly accessed by an unauthorized third-party through a breach of our email system.

On September 28, 2018, we identified that our email system had been hacked by an external third-party. Through our IT investigation we learned that from May 20, 2018 through September 28, 2018, our email system was compromised and your personally identifiable financial and health information may have been accessible to an unauthorized third-party. The potentially accessible information included full names, social security numbers, dates of birth, home addresses, and account and identification numbers, dating back to 2012.

We want to assure you that EEDA takes all incidents involving employee privacy very seriously, and took immediate action to protect and safeguard our email system. Following our investigation of this occurrence, we have implemented additional safeguards, including dual authentication for email and computer log-in and have revised our policies and procedures related to the internal sharing of personal information to prevent a recurrence of this type of incident.

Though the unauthorized-party had the opportunity to access all the information in these email accounts, we are unable to determine whether the external party actually accessed or utilized your information contained in these email accounts. Therefore, we recommend that you take measures to protect yourself as follows:

- Closely monitor your credit cards, bank statements and insurance coverage for unusual activity and inform your banks and other financial institutions of this incident so they can notify you of any suspicious activity.
- Obtain a copy of your credit report by calling 1-877-322-8228 or by visiting the website www.annualcreditcardreport.com. Your credit report lists your credit activities, including your credit card accounts and any loans. If there is an incident of identity theft regarding your information, it may be reflected in unauthorized, suspicious or unidentifiable activity in your credit report.
- You may also consider placing an initial fraud alert in your credit file. This alert will remain for 90 days, during which time you will be notified if a new account in your name is opened. If you place

an initial fraud alert with any of the three credit bureaus, it will inform the other two should there be such activity in your account. Their contact information is:

- **EQUIFAX:** (800) 525-6285; www.equifax.com
- **EXPERIAN:** (888) 397-3742; www.experian.com
- **TRANSUNION:** 800-680-7289; www.transunion.com

We want to assure you that we fully appreciate your frustration and concern about this event, and we sincerely apologize for any inconvenience that you experience. We have made every effort to ensure that this incident will not be repeated, and will continue to maintain our ongoing, high level of vigilance over the personal information of all our employees.

If you have additional questions, please feel free to contact Privacy Officer Linda Terchunian directly by telephone at 631-405-3023, by e-mail at info@eed-a.org or by mail at: EEDA, 107 Roanoke Avenue, Riverhead, NY 11901.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Lisa Meyer Fertal". The signature is written in a cursive, flowing style.

Lisa Meyer Fertal, Chief Executive Officer