



September 23, 2019

Name

Address

Re: *Notice of Breach*

Dear Name:

We are writing to inform you of a security incident that may have exposed some of your personal information. Based on our current review, we have no indication that any information has been used inappropriately. However, out of an abundance of caution, we wanted to provide information on the incident and provide recommendations on steps you can take to help protect your information.

What Happened

On September 3, 2019, we discovered that an unauthorized actor stole two laptops from employees of World Learning in Chile. As a result, the actor may have accessed documents containing some of your personal information. At this time our investigation is ongoing.

What Information Was Involved

The stolen laptops may have included your name, birthdate, passport number, academic grades, and Chilean ID number. Additionally, some health information that you previously provided to World Learning may also have been included on the laptops.

What We Are Doing

We take the privacy and security of your personal information very seriously, and deeply regret that this incident occurred. Once we learned of this issue, we promptly initiated an internal review and immediately shut down email and network access to both computers.

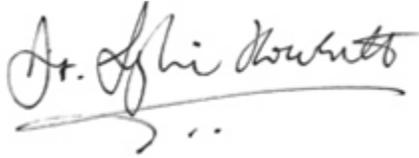
To prevent a similar type of incident from occurring in the future, we sent a reminder to all employees to strictly follow the organization's policy on encrypting devices, reminded them to avoid downloading sensitive information on local computers unless absolutely necessary, and are in the process of implementing a cloud based solution, with the ability to restrict download access for certain files and users.

What You Can Do

We want to make potentially affected customers aware of steps they can take to guard against fraud or identify theft. Although this incident did not include Social Security numbers, addresses, or other similar personal information, as a general practice, we recommend that you carefully check your financial accounts and credit reports for accounts you did not open or for inquiries from creditors you did not initiate. If you see anything you do not understand, call the credit agency immediately.

We sincerely apologize that this incident occurred and for any concern it may cause you. For more information, or if you have questions or need additional information, please contact Cynthia Rebelo at 802-258-3275 or by email at cynthia.rebelo@sit.edu.

Sincerely,

A handwritten signature in black ink that reads "Dr. Sophia Howlett". The signature is written in a cursive style and is underlined with a single horizontal line.

Sophia Howlett, PhD
President and Chief Academic Officer
School for International Training