



City of Keene
New Hampshire

Return Mail Processing
PO Box 589
Claysburg, PA 16625-0589

November 11, 2020

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SAMPLE COMPANY
APT B
123 ANY ST
ANYTOWN, US 12345-6789



Re: Notice of Data Security Breach

Dear Keene Community Member,

We are writing to inform the organization named above about a security breach at Technology Management Resources, Inc. (TMR), which is a third-party vendor of Mascoma Bank (Mascoma Bank). The breach involved an image of a check that the organization sent to the City of Keene (City). That information includes the organization’s name, address, and the account and routing numbers of its bank or financial account. As discussed further below, as a result of this breach, the City encourages the organization to: (1) enroll in the credit monitoring services discussed below; (2) contact the organization’s bank or financial institution to alert it about this breach; and (3) review the activity in the organization’s bank or financial account now and routinely thereafter, and notify its bank or financial institution immediately about any suspected fraud.

What Happened: Mascoma Bank is a bank that the City uses to manage certain of its financial accounts. One function that Mascoma Bank performs is receiving, scanning, and depositing checks written and mailed to the City. Mascoma Bank recently informed the City that TMR, Mascoma Bank’s data processing vendor, experienced a security breach. According to Mascoma Bank and TMR, an unauthorized individual gained access to TMR’s database in June 2020. As a result, that individual was able to view the images of scanned checks written to the City between June 2019 and January 2020. The organization named above is receiving this notice because the database included a check or checks from it.



What Information Was Involved: An image of a scanned check includes both the routing number of the organization's bank or financial institution, and the number of the organization's account at that bank or financial institution. That information could be used to attempt to withdraw or transfer funds from the organization's account. Additionally, an image of a scanned check also may include the organization's name, address, and phone number, the authorized signer for the organization, the number of the check, the amount of the check, any information that may have been put on the memo line or other areas of the check, an example of the check writer's handwriting, and any other information that exists or was placed on the check.

At present, the City is not aware that the organization's information has been misused. Nonetheless, we encourage the organization to take the below measures to protect itself.

What the Organization Should Do: Because an image of a check contains bank account and routing numbers, the organization is being offered services to protect its credit. Specifically, the organization is being offered a complimentary two year membership in Experian Business Credit Advantage. This product provides the organization with credit protection. To activate this membership please follow these steps:

- Enroll by **January 31, 2021**. The code will not work after that date.
- Visit the Experian Business Credit Advantage website:
www.smartbusinessreports.com/protectmycompany
- Provide the following activation code: **ABCDEFGHI**

If the organization has questions about this service, or needs assistance with credit monitoring, please contact Experian at (800) 303-1640 by **January 31, 2021**. Please be prepared to provide engagement number **ENGAGE#** as proof of eligibility for credit monitoring. A credit card is not required for enrollment in Experian Business Credit Advantage. The organization can contact Experian immediately regarding any credit issues, and has access to the following features once it enrolls in Business Credit Advantage:

- Monitoring of the organization's business credit file.
- Access to the organization's Experian business credit report.
- Email alerts of key changes indicating possible fraudulent activity.

The City strongly encourages the organization to promptly use the foregoing information to enroll itself in these credit protection services.

In addition, because an image of a check includes bank routing and account numbers, the City encourages the organization to promptly contact its bank or financial institution and alert it about this breach. The organization's bank or financial institution may be able to offer specific protections for the organization's account. Additionally, the organization should promptly review the activity in its account for the past several months to determine if there is any potential fraud, and continue to monitor activity in that account routinely thereafter, not less than monthly. If the organization suspects any fraud, the organization should inform its bank or financial institution immediately.

What the Organization Can Do: Other measures the organization could take if it decides that it needs to protect itself further are as follows: (1) obtain and/or monitor the organization's business credit reports at the agencies listed below, inspect them for any potentially fraudulent activity, and notify the agency and creditor if fraudulent; and (2) implement a fraud alert with Experian and Equifax, which are currently the only major credit bureau that implement fraud alerts for the accounts of organizations. While the City does not feel that the organization needs to take these steps to protect itself with respect to this security breach, if the organization would like to do so, the following is the contact information for the major credit bureaus:

Equifax
800-727-8495
www.equifaxsmallbusiness.com
P.O. Box 740241
Atlanta, GA 30374

Experian
888-397-3742
www.businesscreditfacts.com/pdp.aspx?pg=faq-fr2&lsv=www
P.O. Box 4500
Allen, TX 75013

TransUnion
800-888-4213
www.transunion.com
P.O. Box 740241
Atlanta, GA 30374

Dunn & Bradstreet
866-584-0283
www.dnb.com
P.O. Box 1000
Chester, PA 19016

Finally, Mascoma Bank has informed the City that TMR filed a report with the Federal Bureau of Investigation (FBI). The City is not aware that Mascoma Bank or TMR filed a report with any other police or law enforcement authority. Under certain state and federal laws, the organization may have a right to obtain a copy of such reports. If the organization wishes to do so, it should contact the FBI. If the organization experiences financial or other crime as a result of the TMR breach, the organization should contact either the FBI or the state or local police.

What the City Is Doing: The City respects the privacy of the organization's information. As a result, the City is working with a cybersecurity attorney to ensure that Mascoma Bank and any of its vendors that handle information for the City (including TMR) have implemented reasonable measures designed to safeguard the confidentiality of such information.

For More Information: If the organization has any questions, please call (866) 578-5413 or inquiries@ci.keene.nh.us. The City apologizes for any inconvenience this situation causes. Please be prepared to provide engagement number ENGAGE#. Thank you

Sincerely,



Thomas P. Mullins,
City Attorney

