



April 22, 2016

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SAMPLE A SAMPLE

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ANYTOWN, US 12345-6789



***RE: Important WESD Security and Protection Notification  
Please read this entire letter.***

Dear Sample A Sample:

We are contacting you regarding a data security incident that occurred on April 12, 2016 at Washington Elementary School District No. 6. This incident involved the inadvertent release of W-2 information for the year 2015 that contains among other things the following items: your name; address; Social Security number; and wages and tax withholdings. As a result, your 2015 W-2 information may have been exposed to others. Please be assured that we are working diligently to address this incident.

The release of information was the result of a phishing scam in which a district employee received an email request from what appeared to be the valid email address of the superintendent. The employee received a second request for information, became suspicious and alerted a supervisor. An immediate investigation revealed that the superintendent did not make the request. The district has notified the Internal Revenue Service (IRS), the Federal Bureau of Investigation's (FBI) Internet Crime Complaint Center, Phoenix Police Department, Arizona Attorney General's Office and the Arizona State Retirement System (ASRS) to report this incident. Administrative staff is working in cooperation with them on this matter. The district's risk management and IT departments are taking increased steps to protect the nonpublic information of employees.

**What we are doing to protect your information:**

To help protect your identity, we are providing you with a one-year membership of Experian's® ProtectMyID® Alert. This service helps detect possible misuse of your personal information and provides you with identity protection support focused on immediate identification and resolution of identity theft.

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(OVER PLEASE)

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What you should do to protect your information:

### Activate ProtectMyID Now

1. ENSURE That You Enroll By: July 31, 2016 (Your code will not work after this date.)
2. VISIT the ProtectMyID Web Site to enroll: [www.protectmyid.com/alert](http://www.protectmyid.com/alert)
3. PROVIDE Your Unique Activation Code: [REDACTED]

If you have questions or need an alternative to enrolling online, please call Experian at (877) 297-7780 and provide engagement #: [REDACTED]

### Additional details regarding your 12-MONTH ProtectMyID Membership:

A credit card is not required for enrollment.

Once your ProtectMyID membership is activated, you will receive the following features:

- ◆ Free copy of your Experian credit report
- ◆ Surveillance Alerts for:
  - Daily Bureau Credit Monitoring: Alerts of key changes & suspicious activity found on your Experian credit report.
- ◆ Identity Theft Resolution & ProtectMyID ExtendCARE: Toll-free access to US-based customer care and a dedicated Identity theft resolution agent who will walk you through the process of fraud resolution from start to finish. They will investigate each incident; help with contacting credit grantors to dispute charges, and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; and contact government agencies. ExtendCARE™ provides high-level Fraud Resolution support even after your ProtectMyID membership has expired at no additional cost.
- ◆ \$1 Million Identity Theft Insurance\*

Once your enrollment in ProtectMyID is complete, you should regularly review your credit report for inaccurate or suspicious items. If you have any questions about ProtectMyID, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at (877) 297-7780.

There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to the final page of this letter.

We sincerely apologize for this incident, regret any inconvenience it may cause you and encourage you to take advantage of the information outlined herein. Should you have questions or concerns regarding this matter and/or the resources available to you, please call our dedicated privacy assistance line at (877) 237-7408 Monday through Friday (7 a.m. to 7 p.m.) PDT and provide reference number [REDACTED]

Sincerely,



Dr. Paul Stanton  
Superintendent

\* Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. (AIG). The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions. B8750-L01