



Great Public Schools
for Every Student

1201 16th St, N.W. | Washington, DC 20036 | Phone: (202) 833-4000

Rebecca S. Pringle
President

Princess R. Moss
Vice President

Noel Candelaria
Secretary-Treasurer

Kim A. Anderson
Executive Director

Notice of Data Breach

October 13, 2020

Name

Street Address

City, State Zip Code

Dear [NAME]:

We are writing to notify you of a recent incident that may affect the security of your personal information. This letter will provide you with information concerning the event, measures we have taken since discovering the incident, and suggestions on how to protect your personal information.

What Happened? On October 1, 2020, NEA became aware of suspicious activity related to a consultant's e-mail account. We immediately blocked further access to the affected account, and conducted an investigation to determine the reason for the suspicious activity. Our forensics experts determined that the account was accessed without authorization for a brief period on October 1, 2020.

Upon learning this information, we performed a comprehensive review of the affected e-mail account to determine whether it contained any personal information. This review found that the compromised e-mail account held a document containing the full names and social security numbers of some individuals.

While we are unable to determine whether any bad actors viewed this information, it was potentially accessible at the time of the incident. Because your information was present in the compromised e-mail account, we are notifying you in an abundance of caution so that you can take appropriate steps to protect your personal information.

What Information Was Involved? We cannot confirm whether any information was viewed by the unauthorized individual(s). However, NEA's investigation confirmed that information present in the account at the time of the incident included your full name and social security number.

October 13, 2020

Name

Page 2

What We Are Doing. NEA values your privacy and deeply regrets that this incident occurred. We have security measures in place that allowed us to quickly identify and contain this incident, and we continue to confirm and strengthen the security of our systems. We have also provided relevant regulatory notices.

We are notifying potentially affected individuals, including you, so that you can take further steps to protect your information. To assist you in doing so, we have secured the services of CyberScout to provide identity monitoring services at no cost you for 18 months. To learn more about these services, including how to sign up, please review the enclosed “Steps You Can Take to Protect Against Identity Theft and Fraud.”

What You Can Do. The enclosed “Steps You Can Take to Protect Against Identity Theft and Fraud” contains instructions on how to activate the free identity monitoring services we are making available to you, as we are unable to activate those services on your behalf. It also provides information on additional steps you can take to protect your personal information, including contact information for regulators and credit reporting agencies that may be able to provide assistance.

For More Information. If you have questions about this incident that are not addressed in this letter, please contact me at 202-822-7395 between 9:00 a.m. – 5:00 p.m. EST, Monday through Friday or send an e-mail to cdonaldson@nea.org. Mail inquiries can be sent to:

Chaka A. Donaldson
Senior Director, Human Resources/Conference and Facilities Management
1201 16th Street, NW
Washington, D.C. 20036

Sincerely,

Chaka A. Donaldson
Senior Director, Human Resources/Conference and Facilities Management

Steps You Can Take to Protect Against Identity Theft and Fraud

Take Advantage of Free Credit Monitoring Services. NEA has arranged with CyberScout offer credit monitoring services for 18 months at no cost to you. This service includes Three-Bureau Credit Monitoring, Free Three-Bureau Credit Reports, and Cyber Monitoring. Triple Bureau Credit Monitoring, Triple Bureau Credit Reports, Triple Bureau Credit Scores, Non-Credit Public Records monitoring, and Cyber Monitoring. These services provide you with same-day alerts during the enrollment period when changes occur to any of one of your Experian, Equifax or TransUnion credit files. The services will also monitor any changes to your non-credit public records including: Change of Address, Court Records and Social Security number traces. Cyber monitoring will look out for your personal data on the dark web and alert you if your personally identifiable information is found online. Finally, we are providing you with proactive fraud assistance to help with any questions that you might have or in the event you become a victim of identity theft.

To learn more about this offer and take advantage, log on to <https://www.myidmanager.com> within 12 months from receipt of this letter and follow the instructions provided. You will need to provide the following unique code to receive services: **<CODE HERE.>** For further guidance with the CyberScout services, please call the CyberScout help line 1-800-405-6108 and supply the fraud specialist with your unique code.

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity. We recommend that you remain vigilant by reviewing your account statements. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission. To file a complaint with the FTC, go to www.identitytheft.gov, or call 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

Monitor Your Free Credit Reports. You should also remain vigilant about monitoring your credit report. You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348.

Contact information for the three national credit reporting agencies is provided below:

Equifax
888-836-6351
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian
888-397-3742
www.experian.com
P.O. Box 2002
Allen, TX 75013

TransUnion
800-680-7289
www.transunion.com
P.O. Box 2000
Chester, PA 19016

Place a Fraud Alert and/or Security Freeze. We recommend placing a fraud alert on your credit report. A fraud alert tells creditors to contact you before they open any new accounts or change your existing accounts. The initial fraud alert stays on your credit report for one year, and you can renew it after one year. To place a fraud alert on your credit report, contact any one of the three credit reporting agencies listed above. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts.

You may also want to consider placing a “security freeze” on your credit report, which will prevent potential creditors from obtaining your credit report. That makes it less likely that an identity thief can open new accounts in your name. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Should you wish to place a security freeze, please contact each of the major consumer reporting agencies listed above.

File Your Taxes Early. File your taxes before a scammer can. Tax identity theft happens when someone uses your Social Security number to get a tax refund or a job. Respond right away to letters from the IRS.

Be Alert for Telephone Scams. Do not believe anyone who calls and says you will be arrested unless you pay for taxes or debt—even if they have part or all of your Social Security number, or they say they are from the IRS.

Further Educate Yourself on Avoiding Identity Theft. You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, the Federal Trade Commission, the Internal Revenue Service, or your state Attorney General. For example, you may wish to review *Identity Theft: A Recovery Plan*, a comprehensive guide from the FTC to help you guard against and deal with identity theft, along with other tips provided by the Federal Trade Commission on how to avoid identity theft. For more information, please visit www.identitytheft.gov, or call 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The IRS also has guidance concerning identity protection at <https://www.irs.gov/identity-theft-fraud-scams>.

For Maryland residents, the Attorney General can be contacted at 200 St. Paul Place, 16th Floor, Baltimore, Maryland 21202, 1-888-743-0023, www.oag.state.md.us.

For New Mexico residents, you have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, under the Fair Credit Reporting Act the consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit “prescreened” offers of credit and insurance you receive based on information in your credit report; and you may seek damages from violators. You may have additional rights under the Fair

October 13, 2020

Name

Page 5

Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights under the Fair Credit Reporting Act. To learn more, visit www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf, or write to Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

For North Carolina residents, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, North Carolina, 27699-9001, 1-877-566-7226 or 1-919-716-6400, www.ncdoj.gov.

For Rhode Island residents, the Rhode Island Attorney General can be reached at: 150 South Main Street, Providence, Rhode Island 02903, www.riag.ri.gov, 1-401-274-4400. Under Rhode Island law, you have the right to obtain any police report filed in regard to this incident. There are two (2) Rhode Island residents affected by this incident.