

## Appendix

Manhasset Union Free School District (“MUFSD”) concluded an investigation into a data security incident involving unauthorized access to certain computer systems on MUFSD’s network. Upon first suspecting unauthorized access, MUFSD took steps to secure the network systems, began an investigation, and a cybersecurity firm was engaged to assist. The investigation determined that an unauthorized actor accessed its systems between September 10, 2021 and September 14, 2021 and acquired a limited number of files.

MUFSD determined that the information accessed contained the personal information of its employees and on November 11, 2021, MUFSD provided written notice via United States Postal Service First Class Mail to its employees whose personal information was accessed by the unauthorized actor. MUFSD continued its analysis of the files involved in this matter. Upon completion of this review, on February 17, 2022, MUFSD determined the files contained the name and Social Security number of three Maine residents.

On April 20, 2022, MUFSD is providing written notice via United States Postal Service mail to the Maine residents whose personal information was potentially accessed by an unauthorized party.<sup>1</sup> A copy of the letter is attached. To help monitor for any potential misuse of personal information, MUFSD is offering a complimentary one-year membership in credit monitoring and identity theft protection services through IDX to the Maine residents. The notice letter also provides a telephone number that notice recipients can call with any questions they may have.

To help prevent a similar incident from occurring in the future, MUFSD has implemented additional security measures to enhance the security of its email environment and is continuing to train its employees concerning data security.

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<sup>1</sup> This notice does not waive Manhasset Union Free School District’s objection that Maine lacks personal jurisdiction over it regarding any claims related to this incident.



P.O. Box 1907  
Suwanee, GA 30024

<<First Name>> <<Last Name>>  
<<Address 1>> <<Address 2>>  
<<City>>, <<State>> <<Zip>>

To Enroll, Please Call:  
1-833-940-2892  
Or Visit:  
<https://app.idx.us/account-creation/protect>  
Enrollment Code:  
<<XXXXXXXX>>

April 1, 2022

Dear <<First Name>>:

Manhasset Union Free School District (“MUFSD”) understands the importance of protecting the information that we maintain. We are writing to inform you about a data security incident that involved some of your personal information. This notice explains the incident, measures we have taken, and additional steps you may consider taking in response.

On September 14, 2021 criminals encrypted MUFSD’s computer systems with ransomware. In response, we alerted law enforcement and worked with cybersecurity experts to investigate the incident. We concluded our investigation and determined that between September 10, 2021 and September 14, 2021, an unauthorized actor accessed and obtained files from certain MUFSD computer systems. We conducted a thorough review of those files, and on February 17, 2022, we determined that one or more of those files contain your <<variable data>>.

We encourage you to remain vigilant by regularly reviewing your credit reports and financial account statements for any unauthorized activity. If you see charges or activity you did not authorize, please contact the relevant provider immediately. As a precaution, we are offering you one year of complimentary identity monitoring services through IDX. IDX identity protection services include: one year of triple bureau credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, and fully managed identity theft recovery services.

We encourage you to contact IDX with any questions and to enroll in free identity protection services by calling 1-833-940-2892 or going to <https://app.idx.us/account-creation/protect> and using the Enrollment Code provided above. Please note the deadline to enroll is **July 1, 2022**. For more information on identity theft prevention, please see the pages following this letter.

Please be assured that MUFSD takes data security very seriously and we are implementing several additional measures to enhance our security in an effort to prevent an incident like this from occurring in the future. If you have any questions, please call 1-833-940-2892 Monday through Friday from 9 a.m. to 9 p.m. Eastern Time.

Sincerely,

Dr. Gaurav Passi  
Acting Superintendent  
Manhasset Union Free School District



## **ADDITIONAL STEPS YOU CAN TAKE**

We remind you it is always advisable to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

- *Equifax*, PO Box 740241, Atlanta, GA 30374, [www.equifax.com](http://www.equifax.com), 1-800-685-1111
- *Experian*, PO Box 2002, Allen, TX 75013, [www.experian.com](http://www.experian.com), 1-888-397-3742
- *TransUnion*, PO Box 2000, Chester, PA 19016, [www.transunion.com](http://www.transunion.com), 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

- *Federal Trade Commission*, Consumer Response Center, 600 Pennsylvania Avenue NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)

If you believe that your financial account information might have been compromised, you should contact your financial institution to inquire about fraud prevention options available to you.

### ***Fraud Alerts and Credit or Security Freezes:***

**Fraud Alerts:** There are two types of general fraud alerts you can place on your credit report to put your creditors on notice that you may be a victim of fraud—an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for one year. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. To place a fraud alert on your credit reports, contact one of the nationwide credit bureaus. A fraud alert is free. The credit bureau you contact must tell the other two, and all three will place an alert on their versions of your report.

For those in the military who want to protect their credit while deployed, an Active Duty Military Fraud Alert lasts for one year and can be renewed for the length of your deployment. The credit bureaus will also take you off their marketing lists for pre-screened credit card offers for two years, unless you ask them not to.

**Credit or Security Freezes:** You have the right to put a credit freeze, also known as a security freeze, on your credit file, free of charge, which makes it more difficult for identity thieves to open new accounts in your name. That's because most creditors need to see your credit report before they approve a new account. If they can't see your report, they may not extend the credit.

*How do I place a freeze on my credit reports?* There is no fee to place or lift a security freeze. Unlike a fraud alert, you must separately place a security freeze on your credit file at each credit reporting company. For information and instructions to place a security freeze, contact each of the credit reporting agencies at the addresses below:

- **Experian Security Freeze**, PO Box 9554, Allen, TX 75013, [www.experian.com](http://www.experian.com)
- **TransUnion Security Freeze**, PO Box 2000, Chester, PA 19016, [www.transunion.com](http://www.transunion.com)
- **Equifax Security Freeze**, PO Box 105788, Atlanta, GA 30348, [www.equifax.com](http://www.equifax.com)

You'll need to supply your name, address, date of birth, Social Security number and other personal information.

After receiving your freeze request, each credit bureau will provide you with a unique PIN (personal identification number) or password. Keep the PIN or password in a safe place. You will need it if you choose to lift the freeze.

*How do I lift a freeze?* A freeze remains in place until you ask the credit bureau to temporarily lift it or remove it altogether. If the request is made online or by phone, a credit bureau must lift a freeze within one hour. If the request is made by mail, then the bureau must lift the freeze no later than three business days after getting your request.

If you opt for a temporary lift because you are applying for credit or a job, and you can find out which credit bureau the business will contact for your file, you can save some time by lifting the freeze only at that particular credit bureau. Otherwise, you need to make the request with all three credit bureaus.

**Additional information for Residents of the Following States:**

**New York:** You may contact and obtain information from these state agencies: *New York Department of State Division of Consumer Protection*, One Commerce Plaza, 99 Washington Ave., Albany, NY 12231-0001, 518-474-8583 / 1-800-697-1220, <http://www.dos.ny.gov/consumerprotection>; and *New York State Office of the Attorney General*, The Capitol, Albany, NY 12224-0341, 1-800-771-7755, <https://ag.ny.gov>

**North Carolina:** You may contact and obtain information from your state attorney general at: *North Carolina Attorney General's Office*, 9001 Mail Service Centre, Raleigh, NC 27699, 1-919-716-6000 / 1-877-566-7226, [www.ncdoj.gov](http://www.ncdoj.gov)