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May 21, 2015

INTENDED FOR ADDRESSEE(S) ONLY

VIA E-MAIL AND U.S. MAIL

Attorney General Joseph Foster
Office of the New Hampshire Attorney General
Attn: Security Breach Notification
33 Capitol Street
Concord, NH 03301

Re: Notice of Data Security Event

To Whom It May Concern:

We represent Diman Regional Vocational Technical High School, which is located at 251 Stonehaven Road, Fall River, New Hampshire 02723 ("Diman"). We are writing to notify you of a data security event that compromised the security of personal information of two (2) New Hampshire residents. Our Client's investigation into this event is ongoing, and this notice will be supplemented with any new significant facts learned subsequent to its submission. By providing this notice, our Client does not waive any rights or defenses regarding the applicability of New Hampshire law or personal jurisdiction.

Nature of the Data Security Event

On May 4, 2015, an email with an attached spreadsheet containing personal information was inadvertently sent by an employee in Diman's Human Resources Department to all staff and faculty. The email was recalled that same day, but some individuals had already received the email.

Upon learning of this incident, Diman immediately launched an investigation to confirm the nature and scope of this incident. Working with an independent IT consultant, Diman confirmed the email was sent to Diman staff and faculty only. Diman was able to forensically purge the email from Diman's email database. However, four of the staff members who received the email had forwarded it to personal email addresses. Diman is requiring the email recipients confirm that all copies of the email and attachment have been deleted and any hard copies of the email and/or attachments are returned to a designated Diman staff member.

While the investigation is ongoing, Diman determined that the spreadsheet attached to the email contained personal information of certain current and former Diman employees including names, Social Security numbers, gender, benefit codes, dates of hire, dates of birth, annual salary, and employee premium percentage. The spreadsheet also indicated whether the current or former employee had insurance through Diman, including an individual or family medical plan, dental plan, group life insurance, or optional life insurance plan.

Notice

On May 5, 2015, Diman sent an email to all Diman staff disclosing this incident. On May 14, 2015, notice letters were mailed to the affected individuals. This mailing included two (2) New Hampshire residents. The notice letter is in substantially the same form as the letter attached as *Exhibit A*.

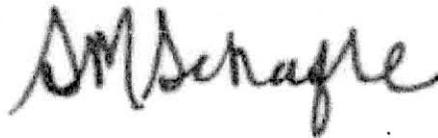
Other Steps Taken and To Be Taken

Diman takes this matter, and the security of the personal information in its care, seriously. In addition to disclosing this incident to active staff upon learning of the incident and providing written notice of this incident to the affected individuals, the affected individuals are being offered access to one (1) free year of credit monitoring services and identity restoration services through Experian. Diman is also providing these individuals with information on how to protect against identity theft and fraud through a confidential hotline. Additionally, to prevent a recurrence of this inadvertent data disclosure, Diman is installing data loss prevention (DLP) software on the school firewall and mail server. This software will scan incoming and outgoing network traffic for Personally Identifiable Information (PII) and if present will block the message from being sent.

Contact Information

Should you have any questions regarding this notification or other aspects of the data security event, please contact me at 215-977-4067.

Very truly yours,



Sian M. Schafle for
LEWIS BRISBOIS BISGAARD & SMITH LLP

SMS

Diman Regional Vocational Technical High School

FALL RIVER - SOMERSET



SWANSEA - WESTPORT

Marta E. Montleon, *Superintendent-Director*
mmontleon@dimanregional.org

251 Stonehaven Road
Fall River, Massachusetts 02723
Telephone: 508-678-2891
Fax: 508-679-6423

Kyle J. Alves, *Assistant Superintendent/Principal*
kalves@dimanregional.org

[Date]

[Name]

[Address]

[City, State Zip]

Re: Diman Regional Vocational Technical High School's Data Security Event

Dear [Name],

Diman Regional Vocational Technical High School ("Diman") is writing to provide notice of a data security incident that may affect the security of some of your personal information. We are unaware of any actual or attempted misuse of your information as a result of this incident. This letter contains details about the incident and our response, steps you can take to protect your information and resources we are making available to help you.

What happened? On May 4, 2015, an email with an attached spreadsheet containing personal information was inadvertently sent by an employee in Diman's Human Resources Department to all faculty. The email was recalled that same day, but some individuals had already received the email.

Upon learning of this incident, we launched an investigation to confirm the nature and scope of this incident. We are requiring the email recipients confirm that all copies of the email and attachment have been deleted and any hard copies of the email and/or attachments are returned to Kristie Garcia, Human Resource Coordinator. While our investigation is ongoing, we have determined that the spreadsheet attached to the email contained personal information including your name, Social Security number, gender, benefit code, date of hire, date of birth, annual salary, and employee premium percentage. The spreadsheet also indicated whether you have insurance through Diman, including an individual or family medical plan, dental plan, group life insurance, or optional life insurance plan.

What we are doing. We take the security of your information very seriously, and apologize for any concern or inconvenience this matter may cause. Although we are unaware of any actual or attempted misuse of personal information as a result of this incident, we have engaged Experian®, the largest credit bureau in the US, to offer you complimentary Fraud Resolution and Identity Protection for two years. Instructions on how to activate these services are included in the enclosed Notice of Privacy Safeguards. **The deadline for enrollment is May 11, 2016.**

What you can do. We encourage you to activate the complimentary Fraud Resolution and Identity Protection. We also encourage you to review the information on protecting yourself against identity theft and fraud provided in the enclosed Notice of Privacy Safeguards. If you have questions about the incident, this letter or Experian's identity monitoring and protection services, please contact Kristie Garcia, Human Resource Coordinator at 508-678-2891 between 9:30 a.m. and 3:00 p.m. ET, Monday through Friday.

Sincerely,

Marta E. Montleon
Superintendent-Director

Diman Regional Vocational Technical High School

FALL RIVER - SOMERSET



SWANSEA - WESTPORT

Marta E. Montleon, *Superintendent-Director*
mmontleon@dimanregional.org

Kyle J. Alves, *Assistant Superintendent/Principal*
kalves@dimanregional.org

251 Stonehaven Road
Fall River, Massachusetts 02723
Telephone: 508-678-2891
Fax: 508-679-6423

NOTICE OF PRIVACY SAFEGUARDS

We encourage you activate Experian's Fraud Resolution and Identity Protection product known as ProtectMyID[®] Elite. This product provides you with superior identity protection and resolution of identity theft. To start monitoring your personal information please follow the steps below:

Visit www.protectmyid.com/protect
Provide your activation code: [code]

If you have questions or need an alternative to enrolling online, please call 866-751-1324 and provide Engagement #: PC94054. A credit card is not required for enrollment.

You are also able to immediately contact Experian regarding any fraud issues, and have access to the following features once you initiate ProtectMyID:

- **Experian credit report:** See what information is associated with your credit file.
- **Active Surveillance Alerts:** Monitors the Experian file for indicators of fraud.
- **Internet Scan:** Alerts you if your information is found on sites containing compromised data.
- **Address Change Alerts:** Alerts you of changes to your mailing address.
- **Fraud Resolution:** Identity Theft Resolution agents are immediately available to help you address credit and non-credit related fraud.
- **ExtendCARE:** You receive the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
- **\$1 Million Identity Theft Insurance*:** Provides coverage for certain costs and unauthorized electronic fund transfers.
- **Lost Wallet Protection:** Get help replacing credit, debit, and medical insurance cards.

Integrate your ProtectMyID membership with the BillGuard app for FREE and receive:

- **Card Fraud Monitoring:** Alerts you when your credit/debit cards are used.
- **Card Concierge:** Resolve billing inquiries and disputes with merchants.

If you are a victim of fraud, simply call Experian at 866-751-1324 by **May 11, 2016**, and a dedicated Identity Theft Resolution agent will help you restore your identity. Please provide the engagement number in this letter as proof of eligibility.

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 866-751-1324.

We encourage you to remain vigilant, review your account statements regularly and monitor your credit reports for suspicious activity. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit bureaus. To order your free credit report, visit www.annualcreditreport.com or call 877-322-8228 toll free. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below. Information regarding security freezes is also available from these agencies.

Equifax
P.O. Box 105069
Atlanta, GA 30348
800.525.6285
www.equifax.com

Experian
P.O. Box 2002
Allen, TX 75013
888.397.3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19022-2000
800.680.7289
www.transunion.com

You can further educate yourself regarding identity theft, security freezes, and the steps you can take to protect yourself by contacting the Federal Trade Commission or your state Attorney General. **For North Carolina residents**, the Attorney General can be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001, (919) 716-6400, www.ncdoj.gov. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, www.ftc.gov/idtheft, 1-877-ID-THEFT (877-438-4338); TTY: 866-653-4261. The Federal Trade Commission also encourages those who discover their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. This notice has not been delayed because of law enforcement; however, instances of known or suspected identity theft should also be reported to law enforcement.