

Gifted Development Center a service of *The Institute for the Study of Advanced Development*

<<Date>>

To the Parents or Guardians of <<First Name>><<Last Name>>

<<Address1>>

<<Address2>>

<<City>><<State>><<Zip>>

Dear Mr. and Mrs. <<Last Name>>:

Re: Notice of Data Breach

We are writing to inform you of a data security incident which may have resulted in the disclosure of information in your child's psychoeducational evaluation report. We take the security of your child's personal information very seriously, and we sincerely apologize for any inconvenience this incident may cause you. This letter contains information about what happened, actions we have taken to prevent a reoccurrence, and steps you can take to protect your child's information.

What happened:

On February 5, 2019, Gifted Development Center was the victim of a burglary during which several iMac computers were stolen, among other things. We immediately notified law enforcement and are cooperating with their investigation. The iMacs that were stolen were password-protected, as were some of the reports, and it is likely that the iMacs will simply be reformatted in order to resell them. We want you to know about the break-in, even though it is considered unlikely that any reports are accessible.

What information was involved:

Your child's report describes our assessment of your child, which includes personal information such as name, date of birth, address, your names, comments about family and medical history, scores and observations from evaluations, diagnoses (both prior to and by our staff), school and education information, and recommendations for your child's continued development. There are no Social Security numbers, driver's licenses, or financial information included in your child's report.

What we are doing:

We take the security of all information we collect very seriously, and we want to assure you that we are taking steps to prevent a similar event from occurring in the future. Prior to this incident, we did have secure access to the building, our offices, and active security cameras that captured the burglary. We are working with the building manager to increase the physical security of the building as well as our own efforts to increase the physical security of our entire IT network and computer devices.

What you can do:

Although we have no reports of misuse of anyone's information, out of an abundance of caution we recommend that you review the addendum for additional steps you can take to protect your child's information.

For more information:

Please know that the protection and security of your child's personal information is of our utmost priority, and we sincerely regret any concern or inconvenience that this matter may cause you. If you have any questions, please do not hesitate to contact me by email at

gifted@gifteddevelopment.com or by calling 303-837-8378, Monday through Friday, 9:30 a.m. to 4:30 p.m., Mountain time.

Sincerely,

Linda Silverman, Ph.D.
Director

Additional Important Information

For residents of Hawaii, Illinois, Iowa, Maryland, Michigan, Missouri, North Carolina, Virginia, and Vermont: It is recommended by state law that you remain vigilant for incidents of fraud and identity theft by reviewing payment card account statements and monitoring your credit reports for unauthorized activity. You may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. You may obtain a free copy of your credit report from each of the three nationwide credit reporting agencies. To order your free credit report, please visit www.annualcreditreport.com, or call toll-free at 1-877-322-8228. You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available at <https://www.consumer.ftc.gov/articles/0155-free-credit-reports>) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281.

For residents of Iowa: State law advises you to report any suspected identity theft to law enforcement or to the Attorney General.

For residents of Oregon: State laws advise you to report any suspected identity theft to law enforcement, including the Attorney General, and the Federal Trade Commission.

For residents of New Mexico: State law advises you to review personal account statements and credit reports, as applicable, to detect errors resulting from the security incident, and that you have rights pursuant to the federal Fair Credit Reporting Act. Please see the contact information for the Federal Trade Commission listed below.

For residents of Maryland, Rhode Island, Illinois, and North Carolina:

You can obtain information from the Maryland and North Carolina Offices of the Attorney General and the Federal Trade Commission about fraud alerts, security freezes, and steps you can take toward preventing identity theft.

Maryland Office of the Attorney General

Consumer Protection
Division
200 St. Paul Place
Baltimore, MD 21202
1-888-743-0023
www.oag.state.md.us

Rhode Island Office of the Attorney General

Consumer Protection
150 South Main Street
Providence RI 02903
1-401-274-4400
www.riag.ri.gov

North Carolina Office of the Attorney General

Consumer Protection
Division
9001 Mail Service Center
Raleigh, NC 27699-9001
1-877-566-7226
www.ncdoj.com

Federal Trade Commission

Consumer Response Center
600 Pennsylvania Ave, NW
Washington, DC 20580
1-877-IDTHEFT (438-4338)
www.ftc.gov/idtheft

For residents of Massachusetts: You have the right to obtain a police report if you are a victim of identity theft.

For residents of all states:

Fraud Alerts: You can place fraud alerts with the three credit bureaus by phone and online with Equifax (https://assets.equifax.com/assets/personal/Fraud_Alert_Request_Form.pdf), Experian (<https://www.experian.com/fraud/center.html>), or Transunion (<https://www.transunion.com/fraud-victim-resource/place-fraud-alert>). A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. As of September 21, 2018, initial fraud alerts last for one year. Victims of identity theft can also get an extended fraud alert for seven years. The phone numbers for all three credit bureaus are at the bottom of this page.

Monitoring: You should always remain vigilant and monitor your accounts for suspicious or unusual activity.

Security Freeze: You also have the right to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans, and services from being approved in your name without your consent. To place a security freeze on your credit report, you need to make a request to each consumer reporting agency. You may make that request by certified mail, overnight mail, regular stamped mail, or by following the instructions found at the websites listed below. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse or a minor under the age of 16, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. It is free to place, lift, or remove a security freeze. You may also place a security freeze for children under the age of 16. You may obtain a free security freeze by contacting any one or more of the following national consumer reporting agencies:

Equifax Security Freeze

P.O. Box 105788
Atlanta, GA 30348
www.freeze.equifax.com
800-525-6285

Experian Security Freeze

P.O. Box 9554
Allen, TX 75013
www.experian.com/freeze
888-397-3742

TransUnion (FVAD)

P.O. Box 2000
Chester, PA 19022
www.freeze.transunion.com
800-680-7289

More information can also be obtained by contacting the Federal Trade Commission listed above.