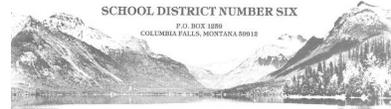




Return mail will be processed by: IBC  
PO Box 1122  
Charlotte, NC 28201-1122  
PO #122092A

3 0000625



Draft



Dear [Redacted]:

We are writing to inform you about an incident potentially involving some of your personal information maintained by School District Six, and assure you that we take this matter very seriously. This notice pertains to the cyber extortion threat that Columbia Falls experienced in September 2017.

Upon learning of the extortion threat, the District notified law enforcement, launched an investigation, and retained a leading computer security firm to assist in the investigation. On November 13, 2017, the District's ongoing investigation into the incident determined the nature and extent of the incident as it related to District employees' information, including the identification of potentially affected employees, as a result of unauthorized access to a District server as part of the cyber extortion incident.

The District Administration Office maintained a database containing employee records that included your name and Social Security number. The forensic investigation could not rule out the possibility that the perpetrators were able to access this database.

Even though, to date, we have no evidence that your personal information in the database containing employee records was accessed by the perpetrators, or has been misused as a result of this incident, we are notifying you out of an abundance of caution so that you can take appropriate steps to protect yourself and to offer you a complimentary one-year membership in Experian's IdentityWorks. This product helps detect possible misuse of your personal information and provides you with identity protection support focused on immediate identification and resolution of identity theft. IdentityWorks is completely free and enrolling in this program will not hurt your credit score. **For more information on IdentityWorks, including instruction on how to activate your complimentary one-year membership, as well as some additional steps you can take to protect yourself, please see the page that follows this letter. Identity Restoration assistance is immediately available to you.**

We regret any inconvenience or concern this may cause you. The Columbia Falls School District is committed to protecting the security and confidentiality of our employees' personal information, and we are continuing to take steps to strengthen the security of our systems. We have established a call center to direct you to individuals who have resources to help answer your concerns related to this incident. If you have any questions, please call 1-866-329-9387, Monday through Friday, 7:00 a.m. to 5:00 p.m. Mountain Time.

Sincerely,

Steven Bradshaw  
Superintendent

## ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP

- **Enroll by April 30, 2018** (Your code will not work after this date)
- **Visit the Experian IdentityWorks website to enroll:** [www.experianidworks.com/3bcredit](http://www.experianidworks.com/3bcredit)
- **Provide your activation code:** [REDACTED]



If you have questions about the product, need assistance with identity restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877-288-8057. Be prepared to provide engagement number [REDACTED] as proof of eligibility for the identity restoration services by Experian.

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately without needing to enroll in the product** regarding any fraud issues. Identity Restoration specialists are available to help you address credit and non-credit related fraud.

Once you enroll in Experian IdentityWorks, you will have access to the following additional features:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only. \*
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance\*\*:** Provides coverage for certain costs and unauthorized electronic fund transfers.

**What you can do to protect your information:** There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to [www.ExperianIDWorks.com/restoration](http://www.ExperianIDWorks.com/restoration) for this information.

### Additional Steps You Can Take

Even if you choose not to take advantage of this complimentary credit monitoring, we recommend that you remain 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)

\* Offline members will be eligible to call for additional reports quarterly after enrolling.

\*\* 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.