

Return Mail Processing Center
P.O. Box 6336
Portland, OR 97228-6336

<<Mail ID>>
<<Name 1>>
<<Name 2>>
<<Address 1>>
<<Address 2>>
<<Address 3>>
<<Address 4>>
<<Address 5>>
<<City>><<State>><<Zip>>
<<Country>>

<<Date>>

NOTICE OF DATA BREACH

Dear <<Name 1>>:

Newport Academy regrets to inform you of an incident involving some of your information. We take seriously the privacy and security of our patients' information and provide the below summary of what happened, how we are responding and what you can do.

What Happened: On June 20, 2018, Newport Academy discovered unauthorized access to emails and attachments from an employee e-mail account by an outside individual. Our investigation determined that the unauthorized access began on May 27, 2018, which we immediately stopped on June 20. Newport Academy engaged a leading cyber-security firm to assist in the investigation, which found that the unauthorized individual created an auto-forwarding rule that sent incoming e-mails to an external email account.

What Information Was Involved: Based on our investigation, we believe the emails and attachments may have included your name, admission date, patient ID and health insurance information.

What You Can Do: At this time, we have no reason to believe that your information was misused in any way. However, as a precaution, we recommend you review any billing statements or explanation of benefits statements that you receive. If you see services that you did not receive, please contact the provider or insurer immediately.

What We Are Doing: To help prevent something like this from happening in the future, we have engaged an outside IT security firm to enhance the security of our systems, including increasing the complexity of our password requirements. We are also providing additional training and education to employees regarding phishing emails.

For More Information: If you have questions, please call 877-893-2643, Monday through Friday, between 9 a.m. and 9 p.m. Eastern Time.

We sincerely regret any inconvenience or concern this incident may cause you.

Sincerely,



Stevan Townsend
Chief Information Officer

Return Mail Processing Center
P.O. Box 6336
Portland, OR 97228-6336

<<Mail ID>>
Parent or Guardian of
<<Name 1>>
<<Name 2>>
<<Address 1>>
<<Address 2>>
<<Address 3>>
<<Address 4>>
<<Address 5>>
<<City>><<State>><<Zip>>
<<Country>>

<<Date>>

NOTICE OF DATA BREACH

Dear Parent or Guardian of <<Name 1>>:

Newport Academy regrets to inform you of an incident involving some of your child's information. We take seriously the privacy and security of our patients' information and provide the below summary of what happened, how we are responding and what you can do.

What Happened: On June 20, 2018, Newport Academy discovered unauthorized access to emails and attachments from an employee e-mail account by an outside individual. Our investigation determined that the unauthorized access began on May 27, 2018, which we immediately stopped on June 20. Newport Academy engaged a leading cyber-security firm to assist in the investigation, which found that the unauthorized individual created an auto-forwarding rule that sent incoming e-mails to an external email account.

What Information Was Involved: Based on our investigation, we believe the emails and attachments may have included your child's name, admission date, patient ID and health insurance information.

What You Can Do: At this time, we have no reason to believe that your child's information was misused in any way. However, as a precaution, we recommend you review any billing statements or explanation of benefits statements that you receive. If you see services that your child did not receive, please contact the provider or insurer immediately.

What We Are Doing: To help prevent something like this from happening in the future, we have engaged an outside IT security firm to enhance the security of our systems, including increasing the complexity of our password requirements. We are also providing additional training and education to employees regarding phishing emails.

For More Information: If you have questions, please call 877-893-2643, Monday through Friday, between 9 a.m. and 9 p.m. Eastern Time.

We sincerely regret any inconvenience or concern this incident may cause you.

Sincerely,



Stevan Townsend
Chief Information Officer