



**NORTHWEST  
CHRISTIAN**  
SCHOOLS, INC.

C/O ID Experts  
10300 SW Greenburg Rd. Suite 570  
Portland, OR 97223

[Name]  
[Address1] [Address2]  
[City, State Zip]

[Date]

Subject: Notification of Incident Regarding Personal Information

Dear [Name]:

I am writing to inform you of a data security incident that may have affected your personal information. Northwest Christian Schools, Inc. (“NWCS”) takes the privacy and security of your personal information very seriously and regrets any concern that this incident may cause you. That is why we are contacting you, offering you credit monitoring and identity protection services, and informing you about steps that you can take to protect your personal information.

**What Happened?**

On February 13, 2017, NWCS learned of a data security incident that may have affected your personal information. Immediately upon learning of the incident, NWCS disabled access to the servers which stored the information and engaged its information technology provider to complete a rebuild of its computer systems. This letter serves to inform you of the incident and to share with you the services that we are providing to protect your personal information.

**What Information Was Involved?**

The following personal information may have been accessed without authorization – employee names, addresses, dates of birth, Social Security numbers, and banking information.

**What Are We Doing?**

As soon as NWCS discovered that employee personal information may have been accessed without authorization, we took the steps described above. We are also providing you with information about steps that you can take to protect your personal information and we are offering you credit monitoring and identity protection services for 12 months at no cost to you. Finally, we have also taken steps to enhance the security of NWCS employee information in order to prevent similar incidents from occurring in the future.

**What You Can Do:**

You can follow the recommendations on the following page to protect your personal information. You can also contact ID Experts with any questions and can enroll in the free credit monitoring and identity protection services that we are offering to you by calling 1-800-939-4170 or by going to [www.myidcare.com/NWCS](http://www.myidcare.com/NWCS) and using the enrollment code provided below. Please note that the deadline to enroll is three months following the date of this letter. To receive the aforementioned services, you must be over the age of 18, have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file. Your services start when you enroll and can be used for 12 months thereafter.

**For More Information:**

Further information about how to protect your personal information appears on the following page. Also, you will need to reference the following enrollment code below when calling or enrolling on the website, so please do not discard this letter. If you have questions or need assistance, please call ID Experts at 1-800-939-4170 from 6:00 A.M. to 5:00 P.M. PST, Monday through Friday.

**Your Enrollment Code: [ID Experts will insert]**

Please accept our sincere apologies and know that we deeply regret any worry or inconvenience that this may cause you.

Sincerely,

A handwritten signature in black ink that reads "Dr. Jack Hancock". The signature is written in a cursive style with a large, looped initial "D".

Jack Hancock, Headmaster  
Northwest Christian Schools, Inc.

## STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR INFORMATION

### Review Your Account Statements and Notify Law Enforcement of Suspicious Activity

As a precautionary measure, we recommend that you remain aware by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (the "FTC").

**Copy of Credit Report:** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. You also can contact one of the following three national credit reporting agencies:

#### Equifax

P.O. Box 105851  
Atlanta, GA 30348  
1-800-525-6285  
www.equifax.com

#### Experian

P.O. Box 9532  
Allen, TX 75013  
1-888-397-3742  
www.experian.com

#### TransUnion

P.O. Box 1000  
Chester, PA 19016  
1-877-322-8228  
www.transunion.com

#### Free Annual Report

P.O. Box 105281  
Atlanta, GA 30348  
1-877-322-8228  
annualcreditreport.com

**Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

**Security Freeze:** In some US states, you have the right to put a security freeze on your credit file. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. If you request a security freeze from a consumer reporting agency there may be a fee up to \$10 to place, lift or remove the security freeze. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, Federal Trade Commission or from your respective state Attorney General about steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the Federal Trade Commission or to the Attorney General in your state. Residents of Maryland, North Carolina, and Rhode Island can obtain more information from their Attorneys General using the contact information below.

#### Federal Trade Commission

600 Pennsylvania Ave, NW  
Washington, DC 20580  
consumer.ftc.gov, and  
www.ftc.gov/idtheft  
1-877-438-4338

#### Maryland Attorney General

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

#### North Carolina Attorney General

9001 Mail Service Center  
Raleigh, NC 27699  
ncdoj.gov  
1-877-566-7226

#### Rhode Island Attorney General

150 South Main Street  
Providence, RI 02903  
<http://www.riag.ri.gov>  
401-274-4400