

K&L|GATES

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August 23, 2012

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VIA FED EX and FACSIMILE
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New Hampshire Department of Justice
Office of the Attorney General
33 Capitol Street
Concord, NH 03301

Re: Data Security Incident

To Whom It May Concern:

We serve as counsel for the Bill & Melinda Gates Foundation. We write on behalf of our client to notify you, pursuant to New Hampshire Code Section 359-C:20 I (b), of the data security incident described in the attached notification letter template. One New Hampshire resident was affected by the incident, and will be provided with notification in the form of the attached notification letter template.

If you have any questions regarding this incident, or the notification, please contact me at (206) 370-6642, at the above address, or at suzanne.thomas@klgates.com.

Very truly yours,

K&L GATES LLP

By 

Suzanne J. Thomas

SJT

Enclosure

cc: Client

August 23, 2012

Dear Vendor:

On behalf of the Bill & Melinda Gates Foundation, I want to provide information to you about a privacy matter involving your personal information. This letter provides information about what happened and our commitment to assisting you with this situation.

On July 26, 2012, a foundation employee inadvertently attached the wrong version of a spreadsheet to an email that was sent to a very small number of foundation vendors. The spreadsheet contained information about vendors of the foundation. Only ten email transmissions with the spreadsheet were received. Unfortunately, the spreadsheet contained your name, address, phone number, social security number and information about payment history. In limited instances, email addresses were also included. The foundation has contacted each of the vendors that received the information. Each of the vendors we have spoken to has deleted the spreadsheet and confirmed they have not shared the information with anyone else. We believe that those we have yet to talk to will do the same. We have no reason to believe that your information will be compromised in any way, but we wanted to notify you so that you remain vigilant in reviewing your accounts and your credit reports.

We are also making resources available to you to help address this situation. While we have no indication that information on the spread sheet will be misused, because it contained personal information, there is always some risk, and we encourage you to take appropriate precautions. The rest of this letter provides you with important information about some of the precautions that you can take, and the credit monitoring and related protections we are making available to you at our expense. Additional precautions are suggested in the "Additional Information and Recommendations" attachment that we are providing with this letter.

To help with precautions, we are providing you with 12 months of credit monitoring and resolution services at our cost, if you choose to enroll. You will need to sign up for the service, however, as described in an attachment to this letter. With this protection, ID Experts® will help you resolve issues if your identity is compromised. We encourage you to register for this free identity theft protection service. **PLEASE CONTACT US WITHIN 90 DAYS OF THE DATE OF THIS LETTER (THE "ENROLLMENT DEADLINE") USING THE CONTACT INFORMATION AT THE END OF THIS LETTER TO RECEIVE AN "ENROLLMENT CODE"**. You need to obtain the Enrollment Code from us prior to visiting the ID Experts website. To enroll, visit www.IDExpertsCorp.com/Protect and provide the Enrollment Code. Even if you are not inclined to enroll, please safely keep this letter should you change your mind before the Enrollment Deadline.

If you choose to enroll, your membership will include the following:

12 Months of Monitoring Services

- Credit Monitoring – alerting you of any changes reported to Experian
- CyberScan Monitoring - monitors criminal websites, chat rooms, and bulletin boards for illegal selling or trading of their personal information.

- Access to the ID Experts Team and the online resource center for up-to-date information on new identity theft scams, tips for protection, legislative updates and other topics associated with maintaining the health of your identity.

Recovery Services

- Should you believe that you are a victim of identity theft, ID Experts will work with you to assess, stop, and reverse all identity theft issues.
- In the event of a confirmed identity theft, you may be eligible for reimbursement of up to \$20,000 for expenses related to that theft.

Additionally, we have enclosed a resource of Recommended Steps to take to enroll with ID Experts. Please review these recommendations and give careful consideration to following them.

Whether or not you enroll in ID Experts' services, we strongly encourage you to review the Additional Information and Recommendations included with this letter. That document discusses precautions you should take and further options that are available. Additional information about ID Experts is also included.

We apologize for any inconvenience and concern that this situation may cause. Should there be any questions regarding this notice, including questions regarding any potentially compromised information, please call or write (206)770-2285, finance@gatesfoundation.org, or Jennifer Deger, Controller, c/o Bill & Melinda Gates Foundation, PO Box 23350 Seattle, WA 98102.

Sincerely,

Jennifer Deger
Controller

Additional Information and Recommendations

You may take several steps to protect yourself against potential misuse of data that has been the subject of a data security incident. The Federal Trade Commission ("FTC") discusses several steps, including obtaining and reviewing your credit report, filing a "fraud alert" and requesting a "credit freeze." Other resources are also described below.

The most current and detailed FTC information is available online. See www.ftc.gov/idtheft for general information and <http://www.ftc.gov/bcp/edu/microsites/idtheft/consumers/defend.html> for answers to the below questions. If you are not able to access the linked material, you may also contact the FTC by mail at Identity Theft Clearinghouse, Federal Trade Commission, CRC-240, 600 Pennsylvania Ave, NW, Washington, D.C. 20580, or by toll-free number, 1-877-FTC-HELP (382-4357), 1-877-ID-THEFT (438-4338), or TDD: (202) 326-2502. The FTC provides answers to the following:

1. What are the steps I should take if I'm a victim of identity theft?
2. What is a fraud alert?
3. What is a credit freeze?
4. What is an identity theft report?
5. What do I do if the police only take reports about identity theft over the Internet or telephone?
6. What do I do if the local police won't take a report?
7. How do I prove that I'm an identity theft victim?
8. Should I apply for a new Social Security number?

Fraud Alert: To request a fraud alert, which initially stays active for 90 days and which tells creditors to take reasonable steps to verify your identity before opening new accounts, you will need to contact one of the following credit reporting agencies (see the FTC materials for details). The credit reporting agency is required to notify the other two credit reporting agencies, who will also place a fraud alert on your credit file. You will then receive letters from all of them, with instructions on how to get a free copy of your credit report from each.

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

Equifax: 1-800-525-6285; Equifax Information Services LLC
P.O. Box 105069, Atlanta, GA 30348-5069; www.equifax.com

TransUnion: 1-800-680-7289; Fraud Victim Assistance Division,
P.O. Box 6790, Fullerton, CA 92834-6790; www.transunion.com

Remain Vigilant and Monitor Credit Reports and Accounts: When you receive your credit reports, you should look them over carefully and consider taking the steps recommended by the FTC (see the online materials for details). You should monitor your accounts for suspicious activity. For example, look for accounts you did not open. Additionally, look for inquiries from creditors that you did not initiate. And finally, look for personal information, such as a home address or Social Security number, that you do not recognize. If you see anything you do not understand, call the credit reporting agency or provider of your account at the telephone number on the credit report or account statements. If you do find suspicious activity on your credit reports, you may call your local police or sheriff's office to report suspicious incidents, obtain information about filing a police report of identity theft and to obtain a copy of the police report. Potentially, you may need to give copies of the police report to creditors to clear up your records.

You may also make a report to the FTC. You may also contact the state Attorney General's Office for your state of residence.

Obtain Free Credit Reports: Even if you do not find any signs of fraud on your reports, we recommend that you check your credit report regularly for at least the next one to two years. The Fair Credit Reporting Act requires each of the three credit reporting agencies to provide you with a free credit report, at your request, once every 12 months. You may visit www.annualcreditreport.com, the only Website authorized by Equifax, Experian and TransUnion for this purpose, to find out more. This website also provides instructions for making a request by phone (1-877-322-8228) or by mailing a request on a form supplied at the site and sending it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

California Residents: If you are a resident of California, you may obtain information about avoiding identify theft from California's Office of Privacy Protection. The contact information is www.privacy.ca.gov; 1-(866) 785-9663.

Iowa Residents: If you are a resident of Iowa, you may obtain information about avoiding identity theft from the Iowa Attorney General's Office. The contact information for the Iowa Attorney General is 1305 E. Walnut Street, Des Moines IA 50319, 515-281-5926, 1-888-777-4590; http://www.iowa.gov/government/ag/helping_victims/contents/IDPP.html.

Maryland Residents: If you are a resident of Maryland, you may obtain information about avoiding identity theft from the Maryland Attorney General's Office. The contact information for the Maryland Attorney General is Office of the Attorney General, 200 St. Paul Place, Baltimore, MD 21202, 410-528-8662 or toll free at 1-888-743-0023; <http://www.oag.state.md.us/>.

Massachusetts and West Virginia Residents: If you are a resident of West Virginia or Massachusetts, we are required to advise you that you have the right to place a "security freeze" on your consumer report. A security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent; however, using a security freeze may delay your ability to obtain credit. Typically you may request that a freeze be placed on your consumer report by sending a request, along with proof of your identity, to each credit reporting agency by certified mail to the addresses below.

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
www.equifax.com

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
www.experian.com

TransUnion (FVAD)
P.O. Box 6790
Fullerton, CA 92834-6790
www.transunion.com

Specifically, the following information should be included when requesting a security freeze (documentation for you and your spouse must be submitted when freezing a spouse's consumer report): full name, with middle initial and any suffixes; Social Security number; date of birth (month, day and year); current address and previous addresses for the past two years; and applicable fee (if any) or incident report or complaint with a law enforcement agency or the Department of Motor Vehicles. The request also should include a copy of a government issued identification card, such as a driver's license, state or military ID card, and a copy of a utility bill, bank or insurance statement. Each copy should be legible, display your name and current mailing address, and the date of issue (statement dates must be recent). The consumer reporting agency may charge a reasonable fee of up to \$5.00 to place a freeze or lift or remove a freeze, unless you are a victim of identity theft or the spouse of a victim of identity theft, and have submitted a valid police report relating to the identity theft to the consumer reporting agency. Massachusetts residents have the right to obtain a police report if they are the victim of identity theft. Please

visit the websites or contact the credit reporting agencies for more information about placing a security freeze, as they may have different requirements depending on the state in which you reside.

New York Residents: If you are a resident of New York, you may obtain information about avoiding identity theft from the New York State Consumer Protection Board, http://www.nysconsumer.gov/internet_security.htm

North Carolina Residents: If you are a resident of North Carolina, you may obtain information about avoiding identity theft from the North Carolina Attorney General's Office. The contact information for the North Carolina Attorney General is Attorney General's Office, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001, ph: 919-716-6400 or 1-877-566-7226, <http://www.ncdoj.gov/Help-for-Victims/ID-Theft-Victims.aspx>

Washington Residents: If you are a resident of Washington, you may obtain information about avoiding identity theft from the Washington Attorney General's Office. The contact information for the Washington Attorney General is 1125 Washington Street SE, PO Box 40100, Olympia, WA 98504-0100, (360) 753-6200, 1-800-551-4636, <http://www.atg.wa.gov/InternetSafety/IDTheft.aspx>

District of Columbia: If you are a resident of the District of Columbia, you may obtain information about avoiding identity theft from the District of Columbia Attorney General's Office. The contact information for the District of Columbia Attorney General is you may John A. Wilson Building, 1350 PA Ave, NW Suite 409, Washington, DC 20009, (202) 724-1305, <http://dccc.dc.gov>

Residents of Other States: Many states have Attorney General's Offices which may have additional information for their residents regarding avoiding identify theft. Consider obtaining such information for your state of residence.

Recommended Steps to Complete Enrollment with ID Experts®

By immediately taking the following simple steps, you can help prevent your information from being misused.

1. **Enrollment** - To enroll in the free membership for credit monitoring and resolution services provided by ID Experts, please contact the foundation as described at the end of the attached letter. Then visit www.idexpertscorp.com/protect and provide the **Enrollment Code** that you will receive directly from the foundation.
2. **Activate Credit Monitoring** - Now that you are enrolled, please login to your account at www.idexpertscorp.com with the user ID and password you selected during your enrollment. Your login information will be provided in the Welcome Letter that you should receive shortly in the mail or instantly via email if an email address was provided. You will find detailed instructions for activating the credit monitoring on the website.

The monitoring is good for 12 months. Once activated, you will be notified within 24 hours of any changes to your credit report, alerting you to potentially fraudulent activity such as new accounts or inquiries.

3. **Monitor Credit Activity** - You can receive free credit reports by placing fraud alerts. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three major credit reporting agencies. To obtain a free annual credit report, go to www.annualcreditreport.com or call 1-877-322-8228. You may wish to stagger your requests so that you receive a free report by one of the three credit bureaus every four months.

If you discover any suspicious items, notify ID Experts immediately by calling or by visiting their Member website and filing a theft report. In the unlikely event that you fall victim to identity theft as a consequence of this incident, you will be assigned an ID Experts Recovery Advocate who will work on your behalf to identify, stop, and reverse the damage quickly.

4. **Place Fraud Alerts** *after* you have activated your credit monitoring. You can place a fraud alert at one of the three major credit bureaus via the web, or by phone. This will prevent someone from opening new accounts in your name. The phone numbers and web addresses for the three bureaus are:

Experian: 1-888-397-3742, www.experian.com
TransUnionCorp: 1-800-680-7289, www.transunion.com
Equifax: 1-800-525-6285, www.equifax.com

It is only necessary to contact ONE of these bureaus and use ONE of these methods. As soon as one of the three bureaus confirms your fraud alert, the others are notified to place alerts on their records as well. You will then be able to order all three credit reports, free of charge, for your review. If you find anything suspicious, you should immediately contact ID Experts. Please activate credit monitoring before placing fraud alerts to ensure faster and easier processing of the monitoring service.