

November 30, 2015

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**Attorney General Joseph Foster**  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03302

Re: Data Security Incident

Dear Attorney General Foster:

We represent Brenner McDonagh & Tortolani, Inc. ("BMT") with respect to a recent security incident involving the potential exposure of certain personally identifiable information described in more detail below.

BMT is a consulting firm headquartered in Tarrytown, New York, and has offices in California, Indiana, Maryland, Connecticut, and Rhode Island. BMT services primarily religious institutions, providing financial and management consulting services nationally and internationally.

### **1. Nature of security incident.**

On October 16, 2015, BMT discovered that an employee unintentionally emailed a document containing personal information belonging to the nuns of one of its clients to two individuals at two other religious organizations. The document contained the sisters' name, address, date of birth, Social Security number, and limited health insurance information. Immediately upon discovering this incident, BMT contacted the two individuals who were sent the document. Both deleted the document immediately, and assured BMT that it had not been shared with anyone else.

### **2. Number of New Hampshire residents affected.**

Three (3) New Hampshire residents were affected by the security incident. A notification letter to these individual was sent on November 25, 2015 via electronic mail by the sisters' religious order under BMT's supervision. A copy of the notification letter is included with this letter.

### **3. Steps you have taken or plan to take relating to the incident.**

BMT has taken steps to prevent this type of event from happening again. BMT retrained its staff and is

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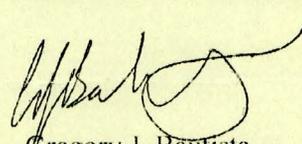
also reviewing its policies and procedures to ensure information in BMT's control is appropriately protected. BMT is also offering potentially impacted individuals credit monitoring and identity restoration services through Kroll.

**4. Contact information.**

BMT remains dedicated to protecting the sensitive information in its systems. If you have any questions or need additional information, please do not hesitate to contact me at Gregory.Bautista@wilsonelser.com or (914) 872-7839.

Very truly yours,

**Wilson Elser Moskowitz Edelman & Dicker LLP**

  
Gregory J. Bautista

Enclosure

# BRENNER, MCDONAGH & TORTOLANI, INC.

## *Management & Financial Consultants*

Division of Benefit Eligibility Management for Religious

PO Box 39 St. Mary-of-the-Woods, IN 47876

Office: 812-535-2970 Toll Free: 888-727-6996 FAX: 812-535-4279

Email: [cneeson@bmtconsults.com](mailto:cneeson@bmtconsults.com)

*Specializing in Entitlement Eligibility and Benefit Management for Religious Communities*

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November 25, 2015

Dear Sisters,

We are writing to inform you of a recent computer security incident at Brenner, McDonagh & Tortolani, Inc. ("BMT") that may have resulted in the accidental disclosure of your information, including your name and Social Security number, to another religious congregation. BMT is the company that provides Felician Sisters with consulting advice on government benefit eligibility management services. We take the security of your personal information very seriously, and sincerely apologize for any inconvenience this incident may cause. This letter contains information about steps you can take to protect your information, and resources we are making available to help you.

On October 16, 2015, BMT discovered that an employee unintentionally emailed a document containing your name, address, date of birth, Social Security number, and limited health insurance information to two of its client congregations, both of which are religious institutions. Immediately upon discovering this incident, we contacted the individuals who were accidentally sent the document. Both deleted the document immediately, and assured BMT that it had not been shared with anyone else. While we have no evidence that any of this information has been misused or is at risk of misuse, we wanted to let you know about this event out of an abundance of caution.

We want to assure you that we have taken steps to ensure this type of incident does not happen again. We have retrained our staff, and are also reviewing our policies and procedures to ensure that information in our control is appropriately protected.

Although we believe misuse of your information unlikely, out of an abundance of caution, we have retained the services of Kroll Information Assurance, LLC to provide identity theft protection at no cost to you for one year. At the request of the Provincial Minister, BMT is providing enrollment for these services on your behalf. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data

If you have any questions, please contact me at 812-535-2970 or at my email address: [cneeson@BMTConsults.com](mailto:cneeson@BMTConsults.com). Sister Mary Christopher Moore, CSSF, Provincial Minister, and the Provincial Council have been made aware of this incident, and we ask that you contact your Provincial Councilor should you have any concerns that we cannot address.

We deeply regret any inconvenience or concern that this matter may cause you. We remain dedicated to protecting your sensitive information, and to serving the Felician Sisters.

Sincerely,

Constance Neeson  
Director, Benefit Eligibility Management for Religious  
Brenner, McDonagh & Tortolani, Inc.

## U.S. State Notification Requirements

**For residents of Hawaii, Michigan, Missouri, Virginia, Vermont, and North Carolina:** It is recommended by state law that you remain vigilant for incidents of fraud and identity theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity.

**For residents of Illinois, Iowa, Maryland, Missouri, North Carolina, Oregon, and West Virginia:**

It is required by state laws to inform you that 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 by contacting any one or more of the following national consumer reporting agencies:

**Equifax**

P.O. Box 105851  
Atlanta, GA 30348  
1-800-685-1111  
[www.equifax.com](http://www.equifax.com)

**Experian**

P.O. Box 2002  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

**TransUnion**

P.O. Box 6790  
Fullerton, CA 92834  
1-800-916-8800  
[www.transunion.com](http://www.transunion.com)

You may also obtain a free copy of your credit report online at [www.annualcreditreport.com](http://www.annualcreditreport.com), by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at [www.annualcreditreport.com](http://www.annualcreditreport.com)) 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, as well as the Federal Trade Commission.

**For residents of Maryland, Illinois, and North Carolina:**

You can obtain information from the Maryland and North Carolina Offices of the Attorneys 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](http://www.oag.state.md.us)

**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](http://www.ncdoj.com)

**Federal Trade Commission**

Consumer Response Center  
600 Pennsylvania Avenue, NW  
Washington, DC 20580  
1-877-IDTHEFT (438-4338)  
[www.ftc.gov/bcp/edu/microsites/idtheft](http://www.ftc.gov/bcp/edu/microsites/idtheft)

**For residents of all states:**

**Fraud Alerts:** You can place fraud alerts with the three credit bureaus at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. 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. The contact information for all three credit bureaus is below:

**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 send a request to each consumer reporting agency by certified mail, overnight mail, or regular stamped mail. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, 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. The consumer reporting agency may charge a fee of up to \$5.00 to place a freeze or lift or remove a freeze, but is free if you are a victim of identity theft or the spouse of a victim of identity theft, and you have submitted a valid police report relating to the identity theft incident to the consumer reporting agency. You may obtain a 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.equifax.com](http://www.equifax.com)

**Experian Security Freeze**

P.O. Box 9554  
Allen, TX 75013  
<http://www.experian.com/freeze>

**TransUnion (FVAD)**

P.O. Box 2000  
Chester, PA 19022  
[www.transunion.com](http://www.transunion.com)

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