



May 20, 2013

Attorney General Michael Delaney
NH Department of Justice
33 Capitol Street
Concord, NH 03301

Dear Attorney General Delaney:

I am writing to you today in accordance with applicable laws, to notify you of a breach of security involving 45 of our employees who are New Hampshire residents.

On May 16, 2013, an e-mail intended to be sent to the Northeast Federal Credit Union during the transfer of payroll information from our Human Resources department relative to employees taking advantage of direct deposit, was misdirected to an internal e-mail distribution list. Six employees were sent the e-mail intended for the Northeast Federal Credit Union. This e-mail included an attachment with a spreadsheet listing the employee's name, social security number, bank account number and the amount to the transfer. The erroneous e-mails were deleted and we have no reason to believe the confidential information was inappropriately accessed.

We have immediately suspended the transfer of personal information via e-mail until a more secure system can be implemented. Based upon the facts in this case, there was no need for the involvement of law enforcement and there is no reason to believe the personal information has been or will be used for fraudulent purposes.

I have enclosed a copy of the letter sent to the employees as well as information relative to the identity monitoring program. Please feel free to contact me directly at (603) 766-2302 should you require any additional information or have any further questions.

Sincerely,

Patricia J. Cummings, Administrator



Residential & Rehabilitative Health Care For All Ages

To help safeguard you from misuse of your personal information, we have arranged monitoring of activity within the United States for 12 months at no cost to you. You can activate your benefits for this service anytime between now and June 15, 2013, using the verification code listed below. To activate your benefits, simply go to www.firstwatchid.com and:

- * Click on the Verification Code button on the upper right-hand corner of the First Watch ID homepage.
- * Enter the appropriate information, including your unique 12-digit verification code:

After you activate your benefits, you will receive one year of proactive identity monitoring. First Watch ID will monitor thousands of databases and billions of records on your behalf to look for suspicious activity that could indicate the beginning steps of identity theft. If suspicious activity is found, First Watch will place a personal phone call to you (at the telephone number that you provide) to determine if the suspicious activity is potentially fraudulent.

Additionally, if you activate, First Watch provides you with easy online access to monitor your credit activity using the three major credit bureau services. Each credit bureau will provide you one free credit report annually. First Watch suggests you request your free credit report from one bureau at a time every four months. This allows you to monitor credit activity three times per year. First Watch will send you an email (at the email address you provide) every four months reminding you to request your free credit report from the appropriate bureau.

The First Watch ID service also includes up to \$25,000 of identity theft insurance with \$0 deductible, along with identity restoration coverage (certain limitations and exclusions may apply).

REMEMBER: YOU MUST “ACTIVATE YOUR BENEFITS” OR YOU WILL NOT BE COVERED BY THE FIRST WATCH ID SERVICE.



May 21, 2013

Dear Staff Member:

I am writing to inform you of a potential breach of your confidential personal information that may have occurred during our payroll processing and the transfer of specific information to the Northeast Credit Union. This potential breach happened on Thursday, May 16th during the transfer of information from Edgewood to Northeast Credit Union which included your name, social security number, bank account number and the amount of money transferred into your account(s).

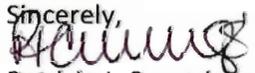
While we believe the risk of exposure is minimal, we have contacted outside counsel and have developed the following action plan:

- Notification to all affected employees
- Notification of the potential breach to the Attorney General's Office
- Development of an Action Plan to prevent recurrence
- A voluntary personal data security monitoring program for 12-months paid for by the Edgewood Centre (see below)

To help safeguard you from misuse of your personal information, we have arranged monitoring of your personal data activity within the United States for 12 months at no cost to you, through First Watch ID. Enclosed is information relative to this service and activations instructions. You must activate your individual account in order to be covered. We highly encourage you to take advantage of this service

Additionally, we have been in touch with Northeast Credit Union and they have identified Gerri in the payroll processing department as the person to address any questions you may have regarding this situation and your account security. You may reach Gerri at 422-9822.

We would like to assure you that this situation has been taken seriously and we apologize for any inconvenience to you or your family. Please contact Donna Maloney in Human Resources at 766-2340 with any payroll questions. Questions related to this Action Plan can be directed to Patricia Cummings, Administrator at 766-2302 or Patricia Ramsey, President at 766-2301.

Sincerely,

Patricia J. Cummings
Administrator

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DEPT OF HEALTH
STATE OF NH