



A Beacon for the Homeless for Over 30 Years



May 15, 2015

Attorney General Joseph Foster
Office of the Attorney General
33 Capitol Street
Concord, NH 03301

Dear Attorney General Foster:

~~In accordance with the provisions~~ of New Hampshire RSA 359-C:20, I(b) we are writing to notify you of a potential unauthorized access of personal information involving one hundred eighty-nine (189) New Hampshire residents.

On April 8, 2015, a former employee of Harbor Homes, Inc. ("Harbor Homes") requested that Harbor Homes send a copy of his Form W-2 for 2014 to the former employee's e-mail address. An employee of Harbor Homes mistakenly attached an electronic file containing the Forms W-2 for 2014 for this former employee, as well as other Harbor Homes' employees, to the e-mail sent to the former employee. The Forms W-2 included personal information of the Harbor Homes' employees, including full names, addresses and Social Security Numbers. The former employee reported noticing the error upon opening the electronic file on April 15, 2015, at which time he closed the file, deleted it from his computer system and notified Harbor Homes. The former employee has confirmed in writing that he did not review, copy, transmit, or disclose any of the personal information of Harbor Homes' employees included in the electronic file. The personal information of one hundred eighty-nine (189) New Hampshire residents was included in this electronic file.

Harbor Homes has decided out of an abundance of caution to provide notice to all one hundred eighty-nine (189) New Hampshire residents as soon as possible. We anticipate that the mailing of notifications to New Hampshire residents shall commence on May 15, 2015. Enclosed herein, please find a sample notification letter that will be sent to the affected New Hampshire residents.

Harbor Homes has adopted and maintains detailed policies and procedures relating to the protection of the personal information of its employees, patients and clients. If you have any questions in connection with any of the foregoing, then please do not hesitate to contact us as follows:

Sincerely,

A member of the

Partnership for Successful Living

A collaboration of six affiliated not-for-profit organizations providing southern New Hampshire's most vulnerable community members with access to housing, health care, education, employment and supportive services.
www.nhpartnership.org

Harbor Homes • Healthy at Home • Keystone Hall • Milford Regional Counseling Services
• Southern NH HIV/AIDS Task Force • Welcoming Light



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May 15, 2015

Name
Address

Dear Employee:

We are writing to notify you that on or about April 15, 2015, your personal information may have been subject to unauthorized access.

On April 8, 2015, a former employee of Harbor Homes, Inc. ("Harbor Homes") requested that Harbor Homes send a copy of his Form W-2 for 2014 to the former employee's e-mail address. An employee of Harbor Homes mistakenly attached an electronic file containing the Forms W-2 for 2014 for this former employee, as well as other Harbor Homes' employees, to the e-mail sent to the former employee. The Forms W-2 included personal information of the Harbor Homes' employees, including full names, addresses and Social Security Numbers. The former employee reported noticing the error upon opening the electronic file on April 15, 2015, at which time he closed the file, deleted it from his computer system and notified Harbor Homes. The former employee has confirmed in writing that he did not review, copy, transmit, or disclose any of the personal information of Harbor Homes' employees included in the electronic file.

If you need any further information, please contact the following:

Carol Furlong, Vice President, Operations
Harbor Homes, Inc.
45 High Street
Nashua, NH 03060
(603) 882-3616

Very truly yours,

Harbor Homes, Inc.

By:

Peter J. Kelleher, President and CEO

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Partnership for Successful Living**

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