



March 29, 2013

Office of the Attorney General
NH Department of Justice
33 Capitol Street
Concord, NH 03301

To Whom It May Concern:

As you are aware, New Hampshire state law requires notice to the New Hampshire Attorney General in the event of an information security breach involving the personal information of New Hampshire residents. In accordance with that requirement, we write to inform you of an information security breach that we discovered on March 20, 2013.

On that date, we learned that we inadvertently e-mailed the Form W-2s of 107 employees to an unintended recipient (another CHAI employee). This e-mail contained each affected employee's name, address, Social Security number and wage information. We contacted the recipient, and the recipient confirmed that the e-mail has been deleted. To date, we have no evidence or information that anyone's personal information has been or will be misused. We are reviewing our data security policies to reduce the likelihood of future data breaches and to limit the impact should another incident occur.

We estimate that approximately one (1) New Hampshire resident was affected by this incident. On March 28, 2013, we mailed written notifications to all affected New Hampshire residents and, as a precaution, we provided them with complimentary credit monitoring services and other precautionary information and measures they can take to safeguard their identities. For your convenience, a copy of the notice being sent to affected New Hampshire residents is enclosed with this letter.

If you have any questions or need further information regarding this incident, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Teresa Zash".

Teresa Zash
Global Safety & Operations Specialist
Direct Line: (617) 888-0053