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**JUL 31 2017**

**CONSUMER PROTECTION**

July 26, 2017

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

Dear Attorney General Foster:

We are writing to notify you of a breach of security and unauthorized access or use of personal information involving two New Hampshire residents.

**NATURE OF THE SECURITY BREACH OR UNAUTHORIZED USE OR ACCESS**

On or about the morning of Tuesday June 20 our employees arrived at work and noticed two file cabinet drawers were open. The cabinet is normally closed and locked when the office is closed. The bookkeeper who is responsible for closing the cabinets is confident but not absolutely certain that she had closed and locked them before leaving for the day on Monday. Our cleaning service worked on Monday evenings. All personnel records are kept in one of the open drawers. A key to the cabinet is in a drawer in the same office. Nothing was missing, and a check of our copy machine indicates no copies were made.

**STEPS YOU HAVE TAKEN OR PLAN TO TAKE RELATING TO THE INCIDENT**

We take our responsibilities to protect our customer's information *very* seriously. We have reported the incident to the local police and our Attorney General as well as our insurance carrier. The carrier provides the services of Cyberscout an internet security firm and through them we are in the process of obtaining credit monitoring for all current and former employees.

We have terminated the services of the cleaning contractor. We interviewed them and were assured the employee in question had received a background check prior to hiring that there had been no prior reported incidents and that she is a relative of the company owner.

Please contact me at this office if further information is required.

Sincerely,

John M. Flanders, Esq.  
Executive Director