

January 19, 2022

Attorney General John Formella
Office of the Attorney General
Consumer Protection Bureau
33 Capitol Street
Concord, NH 03301

RE: Notice of Data Security Incident

Dear Attorney General Formella:

Our firm represents the Litchfield School District (“the District”), the public school district that serves the town of Litchfield, NH. The District has experienced a data security incident and we are providing this notice on the District’s behalf in accordance with RSA 359-C:20.

1. Nature of the security incident

On December 6, 2021, the District discovered that an individual with authority to access student records exceeded their authority by sharing certain student records to their personal email account. This occurred on or around September 14, 2021 by adjusting privacy settings related to the records such that others within the School District could have accessed the records between September 14, 2021 and December 8, 2021. Upon learning of the incident, the District immediately took action to restore its systems and the data on its systems by:

The District’s investigation did not indicate that the affected documents were in fact accessed by additional unauthorized persons due to the alteration of the privacy settings, or that the records have been or will be misused.

Based on a review of the affected documents, it does **not** appear that data such as Social Security numbers, financial account information, or driver’s license numbers were implicated in this breach. However, the breach impacted various special education documents, which may include student names and one or more of the following: dates of birth, addresses, and SASID numbers. The District is not aware of any misuse of the data.

2. Number of New Hampshire residents affected

Approximately 630 New Hampshire residents, students of the District, may have been affected by this incident. Of these, 198 residents’ compromised data include the above-referenced special

January 19, 2022

Page 2

education documents. The remaining students' compromised data included certain electronically stored school assignments, which did not contain similarly sensitive information. Notice was provided to the 198 residents on December 28, 2021. The remaining residents will be notified on or about January 21, 2022.

3. Steps taken relating to the incident

Upon learning of the breach, the District immediately took the following actions to secure its data:

- Terminating access to the offending email address;
- Restoring privacy restrictions to the records at issue; and
- Reminding staff of the School District's privacy and security practices and expectations.

The District's investigation of the matter included:

- Conducting a forensic analysis of the computer systems that were implicated;
- Interviewing staff regarding the incident; and
- Identifying what types of files and information were accessed.

4. Contact Information

The District is dedicated to keeping students' data secure, in compliance with all relevant law. If you have any questions or need additional information, you may contact me at (603) 716-2895, or by email at mzonarich@dwmlaw.com.

Sincerely,

Milliana R. Zonarich



Litchfield School District

School Administrative Unit #27
One Highlander Court, Litchfield NH 03052

WWW.LITCHFIELDSD.ORG

P 603.578.3570

F 603.578.1267

“Imagine Greatness, Expect Success!”

Michael Jette, Ph.D.
Superintendent

Cory Izbicki
Business Services

Mary Widman
Curriculum, Instruction
& Assessment

Hollie Falzone
Human Resources

December 20, 2021

Parents/Guardians of Jane Doe
1 Highlander Court
Litchfield, NH 03052

Dear Parents/Guardians,

On December 6, 2021 we were notified that an individual who is no longer affiliated with the School District exceeded their authority by sharing certain student records to their personal email account. This occurred on or around September 14, 2021 by adjusting privacy settings related to the records such that others within the School District could have accessed the records between September 14, 2021 and December 8, 2021. The records at issue include varying special education documents.

When we were notified of the incident we immediately began investigating the matter, including:

- Conducting a forensic analysis of the computer systems that were implicated;
- Interviewing staff regarding the incident; and
- Identifying what types of files and information were accessed.

We also immediately secured our systems and the data on our systems by:

- Terminating access to the offending email address;
- Restoring privacy restrictions to the records at issue; and
- Reminding staff of the School District’s privacy and security practices and expectations.

We have no reason to believe that the records were accessed by anyone other than the individual who sent the records to their email, or that the records have been or will be misused. You are receiving this letter because your child’s records were involved in this incident. Fortunately, none of the records at issue included social security numbers, payment card information, or other similar forms of sensitive information.

We, in conjunction with our legal counsel and other necessary experts, will continue to address this matter and strengthen the security of our systems to help prevent future incidents. We sincerely apologize for any inconvenience this incident causes you, and we will keep you informed if any new information impacting you comes to light.

Please direct any questions or concerns to

Sincerely,



Litchfield School District

School Administrative Unit #27
One Highlander Court, Litchfield NH 03052

WWW.LITCHFIELDSD.ORG

P 603.578.3570

F 603.578.1267

“Imagine Greatness, Expect Success!”

Michael Jette, Ph.D.
Superintendent

Cory Izbicki
Business Services

Mary Widman
Curriculum, Instruction
& Assessment

Hollie Falzone
Human Resources

Devin Bandurski, Director of Special Services

Michael Jette, Superintendent