



July 17, 2023

**VIA EMAIL**

Attorney General John Formella  
Consumer Protection Bureau  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301  
attorneygeneral@doj.nh.gov

**Re: Notification of Data Security Incident**

Dear Attorney General Formella:

Constangy Brooks Smith & Prophete LLP represents South Coast Education Service District ("SCESD") located in Coos Bay, Oregon, with respect to a recent data security incident described in greater detail below. The purpose of this letter is to notify you of the incident.

**1. Nature of the Security Incident**

On November 27, 2022, SCESD discovered unusual activity in its digital environment. Upon identifying this activity, it immediately took steps to secure its network and investigate. SCESD also engaged independent cybersecurity experts to conduct an investigation. As a result of this investigation, SCESD learned that an unauthorized actor may have accessed certain files and stored data within its systems. SCESD then undertook an in-depth and time-consuming analysis of the affected data. On July 12, 2023, SCESD discovered that personal information may have been impacted by this incident. The affected information varies by individual, but may have included individuals'

**2. Number of New Hampshire Residents Affected**

On July 17, 2023, SCESD notified one (1) New Hampshire resident of this incident via first class U.S. mail. A sample copy of the notification letter sent to impacted individuals is included with this correspondence.

**3. Steps Taken Relating to the Incident**

To help prevent something like this from happening again, SCESD is implementing additional security measures. It is also offering complimentary credit and identity protection monitoring to those individuals whose \_\_\_\_\_ may have been affected by the incident.

#### 4. Contact Information

SCESD remains dedicated to protecting the information in its possession. If you have any questions or need additional information, please do not hesitate to contact me at by phone or by email at

Regards,

Maria Efaplatidis  
Partner

Enc.: Sample Consumer Notification Letter

South Coast Education Service District  
Return Mail to IDX  
PO Box 480149  
Niles, IL 60714



<<First Name>> <<Last Name>>  
<<Address 1>> <<Address 2>>  
<<City>><<State>><<Zip>>

July 17, 2023

**Subject: Notice of Data <<Security Incident/Breach>>**

Dear <FNAME> <LNAME>:

I am writing to inform you of a recent incident experienced by South Coast Education Service District (“SCESD”), located in Coos Bay, Oregon. This incident may have involved some of your personal information. We are writing to notify you of the incident, offer you complimentary credit and identity protection services, and inform you about steps you can take to help protect your information.

**What Happened:** On November 27, 2022, SCESD discovered unusual activity in our digital environment. Upon identifying this activity, we immediately took steps to secure our digital environment and investigate the incident. We also engaged independent cybersecurity experts to help us to conduct an investigation. As a result of this investigation, we learned that an unauthorized actor may have accessed certain files and stored data within our systems.

On July 12, 2023, we discovered that your personal information may have been impacted by this incident. Notably, there is no evidence that your personal information has been misused. However, out of an abundance of caution, we are notifying you about the incident and providing you resources to help you protect your personal information.

**What Information Was Involved:** The data that was impacted included

**What We Are Doing:** To help prevent something like this from happening again, we have and will continue to be implementing additional technical security measures. We are also providing you with information about steps you can take to help protect your information. As a further precaution, we are offering you \_\_\_\_\_ months of complimentary credit and identity protection services through IDX. This product helps detect possible misuse of your information and provides you with identity protection support.

**What You Can Do:** You can follow the recommendations included with this letter to help protect your information. In addition, you can enroll in the credit and identity protection services free of charge. To enroll, visit the link above or call the number noted above and provide the above code. The deadline to enroll in the complimentary services is

**For More Information:** If you have any questions regarding the incident, please call \_\_\_\_\_  
pm PST.

between 6 am – 6

The security of your information is a top priority for SCESD. We take your trust in us and this matter very seriously and we deeply regret any worry or inconvenience that this may cause you.

Sincerely,

Paul Peterson, Superintendent  
South Coast Education Service District  
1350 Teakwood Ave.  
Coos Bay, OR 97420

## Steps You Can Take to Protect Your Personal Information

**Review Your Account Statements and Notify Law Enforcement of Suspicious Activity:** As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

**Copy of Credit Report:** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 1-877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You also can contact one of the following three national credit reporting agencies:

**Equifax**  
P.O. Box 105788  
Atlanta, GA 30348  
1-888-378-4329  
[www.equifax.com](http://www.equifax.com)

**Experian**  
P.O. Box 9532  
Allen, TX 75013  
1-800-831-5614  
[www.experian.com](http://www.experian.com)

**TransUnion**  
P.O. Box 1000  
Chester, PA 19016  
1-800-916-8800  
[www.transunion.com](http://www.transunion.com)

**Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least one year. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

**Security Freeze:** You have the right to put a security freeze on your credit file for up to one year at no cost. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

**Federal Trade Commission**  
600 Pennsylvania Ave, NW  
Washington, DC 20580  
[consumer.ftc.gov](http://consumer.ftc.gov)  
1-877-438-4338

**North Carolina Attorney  
General**  
9001 Mail Service  
Center Raleigh, NC  
27699 [ncdoj.gov](http://ncdoj.gov)  
1-877-566-7226

**New York Attorney General**  
Bureau of Internet and Technology  
Resources  
28 Liberty Street  
New York, NY 10005  
[ag.ny.gov](http://ag.ny.gov)  
1-212-416-8433 / 1-800-771-7755

**You also have certain rights under the Fair Credit Reporting Act (FCRA):** These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit [https://files.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf).

