



WEIBRECHT LAW, PLLC

FAMILY LAW & MEDIATION

2018 OCT -9 P 2:30

DEPT. OF JUSTICE

October 4, 2018

Attorney General Gordon MacDonald  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301

RE: Notice of Data Security Breach

Dear Attorney General MacDonald:

We are writing to notify you of a data security breach that involved personal information of three New Hampshire residents.

On or about Monday September 10<sup>th</sup>, our office sent an unencrypted electronic copy (“thumb drive”) of a client file via US Postal Service. The envelope that the thumb drive was sent in was received by the recipient, damaged and without the thumb drive enclosed. We immediately contacted the USPS to investigate. A representative from our office spoke with a representative in the Claims and Inquiries Department of the USPS in Manchester, NH and learned that all items recovered from the mail processing center are sent to her department. She reported that because this was a common occurrence, she had several buckets of thumb drives that had similarly been torn free from their envelope in the mail sorting process. She did a visual review for the USB but did not find it. She also reported that the USPS has its own internal privacy policies that would preclude an employee from actually opening any of the USBs that are recovered. Based on this information, we do not have reason to believe the information has been accessed by individuals intending to misuse it. In fact, our investigation indicates that the most likely disposition of the thumb drive was that it was destroyed in a post office mail processing machine.

Notification letters have been sent to each of the affected parties, and a copy of the template letter is enclosed for your reference. To be proactive, we have also offered one year of free identity monitoring services with Lifelock Ultimate Plus. Internally, we have established policies regarding thumb drive encryption and mail packaging and the use of Sharefile to transmit electronic client data.

Should you have any additional questions regarding this incident, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'K Weibrecht', written in a cursive style.

Kimberly A. Weibrecht, Esq.

Enclosure

KW/lt



WEIBRECHT LAW, PLLC

FAMILY LAW & MEDIATION

<<Date>>

<<Client Name>>

<<Address 1>>

<<Address 2>>

<<City, State Zip code>>

**Dear <<Client Name>>**

We are writing to advise you about a data security incident that may have exposed some of your personal information. We want to emphasize that we understand how important your privacy is, and that we at Weibrecht Law, PLLC take the protection and proper use of your information very seriously. For this reason, we are contacting you directly to explain the circumstances of the incident.

### **What happened?**

On or about Monday September 10<sup>th</sup>, our office sent an unencrypted electronic copy (“thumb drive”) of the client file titled XXXXXXXXXXXX, via US Postal Service. The envelope that the thumb drive was sent in was received by the recipient, damaged and without the thumb drive enclosed. We immediately contacted the USPS to investigate. A representative from our office spoke with a representative in the Claims and Inquiries Department of the USPS in Manchester, NH and learned that all items recovered from the mail processing center are sent to her department. She reported that because this was a common occurrence, she had several buckets of thumb drives that had similarly been torn free from their envelope in the mail sorting process. She did a visual review for the USB but did not find it. She also reported that the USPS has its own internal privacy policies that would preclude an employee from actually opening any of the USBs that are recovered. Based on this information, we do not have reason to believe the information has been accessed by individuals intending to misuse it. In fact, our investigation indicates that the most likely disposition of the thumb drive was that it was destroyed in a post office mail processing machine.

### **What information was involved?**

I am notifying you because the thumb drive contained personal information of yours, including social security information, personal data information and financial documents.

65 Main Street, Suite 200 Dover, NH 03820 (mailing address)

155 Fleet Street Portsmouth, NH 03801

Telephone 603.842.5525 Facsimile 603.546.7217

WeibrechtLaw.com

**What are we doing?**

To be proactive, we are offering one year of free identity monitoring services. We have priced out one option, Lifelock Ultimate Plus, ([www.lifelock.com](http://www.lifelock.com)). Should you have any additional questions regarding this incident please do not hesitate to call our office.

**What you can do.**

We will issue a check in an amount equivalent to one year Lifelock Ultimate Plus for the affected parties. Upon your request we will hold the check here for you to pick up or mail to you. Please contact our Operations Manager, Gloria Leberman directly to indicate to her where and how you want us to send you your check. I have also enclosed Additional Resource document with helpful information of which you may find useful.

Sincerely,

Kimberly A. Weibrecht, Esq.

## ADDITIONAL RESOURCES

Contact information for the three nationwide credit reporting agencies is:

**Equifax**, PO Box 740241, Atlanta, GA 30374, [www.equifax.com](http://www.equifax.com), 1-800-685-1111

**Experian**, PO Box 2104, Allen, TX 75013, [www.experian.com](http://www.experian.com), 1-888-397-3742

**TransUnion**, PO Box 2000, Chester, PA 19022, [www.transunion.com](http://www.transunion.com), 1-800-888-4213

**Free Credit Report.** It is recommended that you remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring your credit report for unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting agencies.

To order your annual free credit report please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 1-877-322-8228.

You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available from the U.S. Federal Trade Commission ("FTC") website at [www.consumer.ftc.gov](http://www.consumer.ftc.gov)) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

**For Colorado, Georgia, Maine, Maryland, Massachusetts, New Jersey, Puerto Rico, and Vermont residents:** you may obtain one or more (depending on the state) additional copies of your credit report, free of charge. You must contact each of the credit reporting agencies directly to obtain such additional report(s).

**Fraud Alert.** You may place a fraud alert in your file by calling one of the three nationwide credit reporting agencies above. A fraud alert tells creditors to follow certain procedures, including contacting you before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit.

**Security Freeze.** You have the ability to place a security freeze on your credit report.

A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you may be able to use an online process, an automated telephone line, or a written request to any of the three credit reporting agencies listed above. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. The credit reporting agencies may charge a fee to place a freeze, temporarily lift or permanently remove it. The fee is waived if you are a victim of identity theft and have submitted a valid investigative or law enforcement report or complaint relating to the identity theft incident to the credit reporting agencies. (you must review your states requirement(s) and/or credit bureau requirement(s) for the specific document(s) to be submitted.)

**For Massachusetts residents:** The fee for each placement of a freeze, temporary lift of a freeze, or removal of a freeze is \$5.

**Federal Trade Commission and State Attorneys General Offices.** If you believe you are the victim of identity theft or have reason to believe your persona information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your home state. You may also contact these agencies for information on how to prevent or avoid identity theft.

You may contact the **Federal Trade Commission**, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, [www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/), 1-877-IDTHEFT (438-4338)

**For Maryland Residents:** You may contact the Maryland Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202, [www.oag.state.md.us](http://www.oag.state.md.us), 1-888-743-0023.

**For North Carolina Residents:** You may contact the North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001, [www.ncdoj.gov](http://www.ncdoj.gov), 1-877-566-7226.

**Reporting of identity theft and obtaining a police report.**

**For Iowa residents:** You are advised to report any suspected identity theft to law enforcement or to the Iowa Attorney General.

**For Massachusetts residents:** You have the right to obtain a police report if you are a victim of identity theft.

**For Oregon residents:** You are advised to report any suspected identity theft to law enforcement, the Federal Trade Commission, and the Attorney General.