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May 3, 2017

**VIA OVERNIGHT MAIL**

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

*Re: Incident Notification*

Dear Attorney General Foster:

Our client, Wesleyan College, submits this notice after learning of a security incident that may have involved personal information for four (4) New Hampshire residents. On April 10, 2017, Wesleyan College learned that an unauthorized individual may have gained access to an employee's email account. When they learned of this, they immediately secured the email account, reset passwords, and began an investigation. Wesleyan College's review of the employee's email account determined it may have contained some personal information, including names, dates of birth, Wesleyan ID numbers, and Social Security numbers.

Wesleyan College began notifying individuals by U.S. Mail on May 3, 2017 in accordance with N.H. Rev. Stat. Ann. § 359-C:20 in substantially the same form as the document enclosed herewith.<sup>1</sup> Notice is being provided in the most expedient time possible and without unreasonable delay. Wesleyan College is offering affected individuals one year of identity theft protection services through Experian and has established a dedicated hotline to answer any questions that individuals may have regarding the incident.

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<sup>1</sup> This report is not, and does not constitute, a waiver of personal jurisdiction.

Atlanta Chicago Cincinnati Cleveland Columbus Costa Mesa Denver  
Houston Los Angeles New York Orlando Philadelphia Seattle Washington, DC

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To help prevent something like this from happening again, Wesleyan College is reinforcing their information security training program and reviewing their internal procedures related to email security and requests for disclosure of sensitive information.

Please do not hesitate to contact me if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "M. Scott Koller". The signature is written in a cursive style with a large, prominent "M" and "K".

M. Scott Koller  
Counsel

Enclosure



4760 Forsyth Road  
Macon, Georgia 31210

<Mail ID>  
<Name>  
<Address1>  
<Address2>  
<City>, <ST> <ZIP>

<<Date>>

Dear <Name>:

**What Happened**

On April 10, 2017, we learned that an unauthorized individual may have gained access to an employee’s email account. When we learned of this, we immediately secured the email account, reset passwords, and began an investigation.

**What Information Was Involved**

We conducted a thorough review of the employee’s email account and determined that it may have contained some personal information, including your name, date of birth, Wesleyan ID number, and Social Security number.

**What We Are Doing**

While we have no reason to believe that your information has been misused in any way, out of an abundance of caution, we are letting you know this happened and assure you we take it very seriously. As a precaution, we are offering a complimentary one-year membership of Experian’s® IdentityWorks<sup>SM</sup>. This product helps detect possible misuse of your personal information and provides you with identity protection support focused on immediate identification and resolution of identity theft. IdentityWorks<sup>SM</sup> is completely free and enrolling in this program will not hurt your credit score. Unfortunately, due to privacy laws, we are not able to enroll you directly. Within the next few days we will be sending you an email announcing a meeting where your questions can be answered.

**What You Can Do**

We encourage you to take advantage of the identity theft protection services being offered. For more information on IdentityWorks<sup>SM</sup> and instructions on how to activate your complimentary one-year membership, please see the next page of this letter. Identity Restoration assistance is immediately available to you.

**For More Information**

Protecting the security and confidentiality of personal information is of the utmost importance to Wesleyan College. We deeply regret any inconvenience or concern this may have caused. To help prevent a similar incident in the future, we are taking steps to enhance our existing security protocols and are re-educating our employees regarding phishing emails. If you have any questions, please call (888) 750-9288, Monday through Friday from 9:00 am to 9:00 pm EST.

Sincerely,

Dawn Nash  
Vice-President for Administration/CFO

## ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP

1. Ensure that you **enroll by:** <<Enrollment Date>> (Your code will not work after this date.)
2. **Visit** the Experian IdentityWorks website to enroll: [www.experianidworks.com/creditone](http://www.experianidworks.com/creditone)
3. Provide your **activation code:** <<Enrollment Code>>

If you have questions about the product, need assistance with identity restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877-890-9332 by <<Enrollment Date>>. Be prepared to provide engagement number <<PC Engagement #>> as proof of eligibility for the identity restoration services by Experian.

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.<sup>1</sup>
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance<sup>2</sup>:** Provides coverage for certain costs and unauthorized electronic fund transfers.

**What you can do to protect your information:** There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to [www.ExperianIDWorks.com/restoration](http://www.ExperianIDWorks.com/restoration)

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<sup>1</sup> Offline members will be eligible to call for additional reports quarterly after enrolling.

<sup>2</sup> Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. (AIG). The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

### **Additional Steps You Can Take**

Even if you choose not to take advantage of this free credit monitoring service, we recommend that you remain vigilant to the possibility of fraud and identity theft by reviewing your credit card, bank, and other financial statements for any unauthorized activity. You may also obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting agencies once every 12 months. To order your credit report, please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 877-322-8228. Contact information for the three nationwide credit reporting agencies is as follows:

**Equifax**

P.O. Box 740241  
Atlanta, GA 30374  
[www.equifax.com](http://www.equifax.com)  
(800) 685-1111

**Experian**

P.O. Box 2002  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)  
(888) 397-3742

**TransUnion**

P.O. Box 2000  
Chester, PA 19016  
[www.transunion.com](http://www.transunion.com)  
(800) 680-7289

If you believe that you are the victim of identity theft or have reason to believe that your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Office of the Attorney General in your home state. Contact information for the Federal Trade Commission is as follows:

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

You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records.

If you know or suspect you are a victim of tax-related identity theft, the IRS recommends these steps:

- Respond immediately to any IRS notice; call the number provided or, if instructed, go to [IDVerify.irs.gov](http://IDVerify.irs.gov).
- Complete IRS Form 14039, Identity Theft Affidavit, if your efiled return rejects because of a duplicate filing under your SSN or you are instructed to do so. Use a fillable form at [IRS.gov](http://IRS.gov), print, then attach the form to your return and mail according to instructions.
- Continue to pay your taxes and file your tax return, even if you must do so by paper.

If you previously contacted the IRS and did not have a resolution, contact the IRS for specialized assistance at 1-800-908-4490.