



C/O ID Experts  
PO Box 4219  
Everett WA 98204

ENDORSE



NAME

ADDRESS1

ADDRESS2

CSZ

COUNTRY



SEQ  
CODE 2D  
Ver 2

BREAK

To Enroll, Please Call:

1-833-579-1102

Or Visit:

<https://ide.myidcare.com/pqc>

Enrollment Code: <<XXXXXXXXXX>>

June 1, 2020

Subject: Notice of Data Breach

Dear <<First Name>> <<Last Name>>:

I am writing to inform you of a data security incident experienced by Paul Quinn College (“PQC”) that may have involved your personal information. PQC sincerely regrets any concern that this incident may cause you. This letter is intended to provide you with information about the incident as well as to inform you of steps that can be taken to help protect your information.

**What Happened?** On August 16, 2019, we learned that certain PQC employee email accounts had been accessed without authorization. In immediate response, we took steps to secure the impacted email accounts and to further secure our email system, and we began an extensive and detailed analysis of the email accounts to determine if they contained any personal information that may have been affected by the incident. The analysis was completed on February 19, 2020, and it revealed that some of your information was contained in the affected email accounts. After the analysis was complete, we worked diligently to identify up-to-date address information in order to effectuate notification and took steps to notify you of this incident as quickly as possible in light of significant challenges arising from responding to the COVID-19 situation.

We have no evidence to suggest that your personal information has been misused. Nonetheless, out of an abundance of caution, we are writing to inform you about the incident and to share with you steps you can take to help protect your personal information.

**What Information Was Involved?** The following information may have been involved in the incident: your name and <<Variable Data>>

**What Are We Doing?** As soon as we discovered this incident, we took the steps described above with the assistance of independent cybersecurity experts engaged to assist. Additionally, although we are not aware of any misuse of your information, we have engaged ID Experts® - a leading data security incident and recovery services vendor - to provide you with complimentary MyIDCare™ services for twelve (12) months to assist you. These services include Credit and CyberScan Dark Web Monitoring, a \$1,000,000 identity theft insurance reimbursement policy, and fully managed identity recovery services. With this protection, MyIDCare™ will help you resolve issues arising from an identity compromise.

**What You Can Do:** While we are not aware of any misuse of information involved in this incident, we encourage you to follow the recommendations included on the following page. We also encourage you to enroll in the complimentary MyIDCare™ services being offered to you as a precautionary measure by going to <https://ide.myidcare.com/pqc> or by calling 1-833-579-1102 and using the Enrollment Code provided above. MyIDCare™ experts are available Monday through Friday from 6 am to 6 pm Pacific Time. Please note the deadline to enroll is August 31, 2020.

**For More Information:** Further information about how to protect your personal information appears on the following page. If you have questions please call 1-833-579-1102 from 6 am to 6 pm Pacific Time, Monday through Friday.

Thank you for your patience through this incident. Please accept our sincere apologies and know that PQC deeply regrets any worry or inconvenience that this may cause you.

Sincerely,

A handwritten signature in black ink, appearing to read 'BB' with a stylized flourish.

Bruce Brinson  
Chief Financial Officer  
Paul Quinn College

## STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR 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 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:

<b>TransUnion</b> P.O. Box 1000 Chester, PA 19016 1-800-916-8800 <a href="http://www.transunion.com">www.transunion.com</a>	<b>Experian</b> P.O. Box 2002 Allen, TX 75013 1-888-397-3742 <a href="http://www.experian.com">www.experian.com</a>	<b>Equifax</b> P.O. Box 740241 Atlanta, GA 30374 1-866-349-5191 <a href="http://www.equifax.com">www.equifax.com</a>	<b>Free Annual Report</b> P.O. Box 105281 Atlanta, GA 30348 1-877-322-8228 <a href="http://annualcreditreport.com">annualcreditreport.com</a>
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**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 90 days. 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:** Under U.S. law, 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.

<b>Federal Trade Commission</b> 600 Pennsylvania Ave Washington DC 20580 <a href="http://consumer.ftc.gov">consumer.ftc.gov</a> <a href="http://www.ftc.gov/idtheft">www.ftc.gov/idtheft</a> 1-877-438-4338	<b>Maryland Attorney General</b> 200 St. Paul Place Baltimore, MD 21202 <a href="http://oag.state.md.us">oag.state.md.us</a> 1-888-743-0023	<b>North Carolina Attorney General</b> 9001 Mail Service Center Raleigh, NC 27699 <a href="http://ncdoj.gov">ncdoj.gov</a> 1-877-566-7226	<b>Rhode Island Attorney General</b> 150 South Main Providence, RI 02903 <a href="http://www.riag.ri.gov">www.riag.ri.gov</a> 401-274-4400
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**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 [http://files.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](http://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf).

**Protecting personal information of a Minor:** Contact the three national credit reporting agencies to request a search for a credit report associated with a minor's Social Security number. If a report exists, request a copy and immediately report fraudulent accounts to the credit reporting agency. You can also report any misuse of minor's information to the FTC at <https://www.identitytheft.gov/>. For more information visit: <https://www.consumer.ftc.gov/articles/0040-child-identity-theft>.

