

KIPP®Public Schools

NORTHERN CALIFORNIA

NOTICE OF DATA BREACH

August 21, 2023

[First Name][MI][Last Name]
[Street Address]
[City][State][Zip]

Dear [Insert Name]:

We recently learned of a global cybersecurity incident that affected over 15 million people and 600 organizations, including KIPP Northern California. You are one of over 500 people connected to KIPP Northern California whose security of personal information was affected.

What Happened

Last week we were notified of a data breach of the file management program called "MOVEit Transfer", a third-party vendor used by Paycom. Your information is listed as among those affected by the breach.

What Information Was Involved

The following personal information was or is reasonably believed to have been included:

- Name
- Social Security Number
- Birthdate

What We Are Doing

Keeping employee data private and safe is very important to us. We have reported the incident to law enforcement and will also be reporting to the California Attorney General's Office. We are working with our vendors and reviewing the security protocols for our data. Paycom has confirmed that there were no actions you as an individual or KIPP as an organization could have taken to prevent this.

What You Can Do

As a precaution and to further protect your data security, we encourage you to check your personal accounts for any irregular activity, to report any irregular activity to the authorities,

and to change security settings for your data accessible online. You can also access the information on credit and identity protection provided below.

For More Information

We understand the seriousness of this incident and the inconvenience it may cause. If you have any questions about this situation please reach out to me directly at david.ling@kipppnorcal.org.

Sincerely,
David Ling
Chief People Officer

PRIVACY SAFEGUARD INFORMATION

As a precaution, Paycom is offering free identity theft protection services through **Experian** for twenty-four (24) months. These services will include: 24 months of credit monitoring, an insurance reimbursement policy, educational materials and access to Experian's fraud resolution representatives. You will receive a letter in the mail in the coming weeks with a unique identification number and instructions on how to enroll in these services.

We encourage you to take full advantage of this service offering. **You may also consider placing a fraud alert or a credit freeze on your credit files.**

A fraud alert requires potential creditors to use what the law refers to as "reasonable policies and procedures" to verify your identity before issuing credit in your name. A fraud alert lasts for 90 days. Just contact one of the three credit reporting agencies at the number listed above. This will let you automatically place an alert with all of the agencies. You will receive letters from all three agencies to confirm the fraud alert and let you know how to get a free copy of your credit report from each.

A credit freeze, sometimes called a security freeze, also prevents lenders from accessing your credit report without authorization. However, this will not expire until you unfreeze your credit. You must contact each agency individually to freeze or unfreeze.

- Experian: 1-888-397-3742
- Equifax: 1-800-525-6285
- TransUnion: 1-800-680-7289

Be aware that while both options can protect you, it may also delay your ability to obtain credit.

When you review your credit reports, please look them over carefully. Please look for accounts that you did not open. Please look for inquiries from creditors that you did not initiate and, please look for personal information, such as home address or social security number, which is not accurate.

If you see anything that you do not understand, then please call that credit reporting agency at the telephone number on the report. If you do find suspicious activity on your credit reports, please call your local police or sheriff's office and file a report of identity theft. Then, please obtain a copy of that report because you may need to give copies of the report to your creditor to clear your record.

Even if you do not find signs of fraud on your reports, we recommend that you check your credit reports periodically.

Please keep a copy of this notice for your records in case of future problems with your credit.

