



<<Date>> (Format: Month Day, Year)

<<first_name>> <<middle_name>> <<last_name>> <<suffix>>
<<address_1>>
<<address_2>>
<<city>>, <<state_province>> <<postal_code>>
<<country >>

Notice of Data Breach

Dear <<first_name>> <<middle_name>> <<last_name>> <<suffix>>,

At Los Angeles Community College District (“the District”), we recognize the importance of securing and protecting the personal information of our students. We recently learned of an information security incident at our Los Angeles City College (001223) campus that involved some of your information. This letter explains the incident, measures we have taken, and some steps you can take in response.

What Happened

On December 9, 2020, we learned that documents containing certain current and former student information had been inadvertently made accessible from the Internet. Upon learning this, the District immediately took steps to secure the information, began an investigation, and engaged a data security firm for assistance. It is important to note that the District has no current indication that the inadvertent disclosure was the result of an outside malicious attack.

What Information Was Involved

The affected documents contained your <<b2b_text_1(DataElements)>>.

What We Are Doing

Although to date we have no evidence that your information has been misused, as a precaution we are notifying you about the incident and we assure you that we take this incident very seriously. We are also offering you a complimentary one-year membership in Experian’s® IdentityWorksSM Credit 3B. This product helps detect possible misuse of your personal information and provides you with identity protection services focused on immediate identification and resolution of identity theft.

What You Can Do

We encourage you to take advantage of the identity monitoring services being offered. IdentityWorks Credit 3B is completely free to you and enrolling in this program will not hurt your credit score. For more information regarding the identity monitoring services being offered as well as some additional steps you can take to help protect yourself, please see the pages that follow this letter.

For More Information

We sincerely regret that this occurred and apologize for any inconvenience or concern. To further protect against a similar incident from occurring in the future, we are continuing to enhance our existing security protocols and re-educating our staff for awareness on these types of incidents. If you have any questions, please call 1-855-526-1140, Monday through Friday, from 8:00 a.m. to 5:30 p.m. Central Time.

Sincerely,

Mary Gallagher, MBA, PhD
President

Activate IdentityWorks Credit 3B Now in Three Easy Steps

While Identity Restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorksSM Credit 3B as a complimentary one-year membership. This product provides you with identity detection and resolution of identity theft. To start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by:** <<b2b_text_2(EnrollmentDeadline)>> (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/3bcredit>
- Provide your **activation code:** <<Member ID>>

If you have questions about the product, need assistance with identity or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877.288.8057 by <<b2b_text_2(EnrollmentDeadline)>>. Be prepared to provide engagement number <<b2b_text_3(EngagementNumber)>> as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN IDENTITYWORKS CREDIT 3B MEMBERSHIP:

A credit card is **not** required for enrollment in Experian IdentityWorks Credit 3B.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks Credit 3B:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration agents 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 Credit 3B membership has expired.
- **\$1 Million Identity Theft Insurance**:** 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 for this information.

* Offline members will be eligible to call for additional reports quarterly after enrolling

** The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. 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 or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting agencies is as follows:

Equifax

PO Box 740241
Atlanta, GA 30374
www.equifax.com
1-800-685-1111

Experian

PO Box 2002
Allen, TX 75013
www.experian.com
1-888-397-3742

TransUnion

PO Box 2000
Chester, PA 19016
www.transunion.com
1-800-680-7289

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
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.