



<<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>>,

The Los Angeles Unified School District recognizes the importance of protecting the information we maintain. We are writing to notify you of a data security incident that involved information you may have provided to L.A. Unified. This notice explains the incident, measures we have taken, and some additional steps you may consider taking in response.

What Happened?

We are in the process of investigating a cyberattack that involved unauthorized access to certain computer systems in our network. Upon identifying the incident, we immediately secured the systems involved, commenced an investigation, and notified law enforcement. Through our ongoing investigation, we determined that between July 31, 2022 and September 3, 2022, an unauthorized actor accessed and acquired certain files maintained on our servers.

What Information Was Involved?

Our review of the files that were accessed and acquired by the unauthorized actor is still ongoing. However, on January 9, 2023, we identified labor compliance documents, including certified payroll records, that contractors provided to L.A. Unified in connection with Facilities Services Division projects. Those files contained the names, addresses and Social Security numbers of contractor and subcontractor employees and other affiliated individuals.

What We Are Doing.

To help prevent a similar incident from occurring in the future, we have implemented additional safeguards and technical security measures.

What You Can Do.

We encourage you to notify your employees of this incident if you believe that you provided their personal information to L.A. Unified in connection with Facilities Services Division projects. Please advise them that, out of an abundance of caution, L.A. Unified is offering them a complimentary one-year membership to Experian®'s IdentityWorksSM. This product will help detect possible misuse of their information and provide them with identity protection support focused on immediate identification and resolution of identity theft. IdentityWorks is free and enrolling in this program will not affect their credit score. We are enclosing a notice letter that you can provide to them. For instructions on how they can activate their complimentary one-year membership to Experian®'s IdentityWorksSM, please direct your employees to call our dedicated, toll-free incident response line at 855-926-1129, Monday through Friday, from 8:00 am to 5:00 pm, Pacific Time.

For More Information.

If you have any questions, please call our dedicated, toll-free incident response line at 855-926-1129, Monday through Friday, from 8:00 am to 5:00 pm, Pacific Time.

NOTICE OF DATA BREACH

Dear Employee/Contractor:

What Happened?

The Los Angeles Unified School District continues to investigate the cyberattack that involved unauthorized access to certain computer systems in its network. Upon first identifying the incident, L.A. Unified immediately secured the systems involved, commenced an investigation, and notified law enforcement. Through its ongoing investigation, L.A. Unified determined that between July 31, 2022 and September 3, 2022, an unauthorized actor accessed and acquired certain files maintained on its servers.

What Information Was Involved?

L.A. Unified's review of the files that were accessed and acquired by the unauthorized actor is still ongoing, however, on January 9, 2023, L.A. Unified identified labor compliance documents, including certified payroll records, that contractors provided to L.A. Unified in connection with Facilities Services Division projects. Those files contained the names, addresses, and Social Security numbers of contractors and subcontractors.

What We Are Doing.

To help prevent a similar incident from occurring in the future, L.A. Unified has implemented additional safeguards and technical security measures.

What You Can Do.

If you performed work for a current or former contractor or subcontractor that provided L.A. Unified with certified payroll records in connection with Facilities Services Division projects, and you believe that your personal information might have been involved in this incident, L.A. Unified is offering you a complimentary one-year membership to Experian®'s IdentityWorksSM. This product will help detect possible misuse of your information and provide you with identity protection support focused on immediate identification and resolution of identity theft. IdentityWorks is free and enrolling in this program will not affect your credit score. For instructions on how you can activate your complimentary one-year membership to Experian®'s IdentityWorksSM, please call our dedicated, toll-free incident response line at 855-926-1129, Monday through Friday, from 8:00 am to 5:00 pm, Pacific Time.

Please note that this notice only pertains to current and former contractors and subcontractors that provided L.A. Unified with certified payroll records in connection with Facilities Services Division projects. If L.A. Unified's ongoing investigation identifies that other personal information may have been involved in the incident, separate notification will be provided to those individuals.

For More Information.

If you have any questions, please call L.A. Unified's dedicated, toll-free incident response line at 855-926-1129, Monday through Friday, from 8:00 am to 5:00 pm, Pacific Time.

ADDITIONAL STEPS YOU CAN TAKE

We remind you it is always advisable to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any 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 companies. To order your annual free credit report, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies 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, 1-800-916-8800

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

- *Federal Trade Commission*, Consumer Response Center, 600 Pennsylvania Avenue NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.identitytheft.gov

Fraud Alerts and Credit or Security Freezes:

Fraud Alerts: There are two types of general fraud alerts you can place on your credit report to put your creditors on notice that you may be a victim of fraud—an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for one year. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years.

To place a fraud alert on your credit reports, contact one of the nationwide credit bureaus. A fraud alert is free. The credit bureau you contact must tell the other two, and all three will place an alert on their versions of your report.

For those in the military who want to protect their credit while deployed, an Active Duty Military Fraud Alert lasts for one year and can be renewed for the length of your deployment. The credit bureaus will also take you off their marketing lists for pre-screened credit card offers for two years, unless you ask them not to.

Credit or Security Freezes: You have the right to put a credit freeze, also known as a security freeze, on your credit file, free of charge, which makes it more difficult for identity thieves to open new accounts in your name. That's because most creditors need to see your credit report before they approve a new account. If they can't see your report, they may not extend the credit.

How do I place a freeze on my credit reports? There is no fee to place or lift a security freeze. Unlike a fraud alert, you must separately place a security freeze on your credit file at each credit reporting company. For information and instructions to place a security freeze, contact each of the credit reporting agencies at the addresses below:

- **Experian Security Freeze**, PO Box 9554, Allen, TX 75013, www.experian.com
- **TransUnion Security Freeze**, PO Box 2000, Chester, PA 19016, www.transunion.com
- **Equifax Security Freeze**, PO Box 105788, Atlanta, GA 30348, www.equifax.com

You'll need to supply your name, address, date of birth, Social Security number and other personal information. After receiving your freeze request, each credit bureau will provide you with a unique PIN (personal identification number) or password. Keep the PIN or password in a safe place. You will need it if you choose to lift the freeze.

How do I lift a freeze? A freeze remains in place until you ask the credit bureau to temporarily lift it or remove it altogether. If the request is made online or by phone, a credit bureau must lift a freeze within one hour. If the request is made by mail, then the bureau must lift the freeze no later than three business days after getting your request.

If you opt for a temporary lift because you are applying for credit or a job, and you can find out which credit bureau the business will contact for your file, you can save some time by lifting the freeze only at that particular credit bureau. Otherwise, you need to make the request with all three credit bureaus.