



May 3, 2016

NOTICE OF DATA BREACH



Dear [REDACTED]:

At Solano Community College District, we are committed to protecting the security and confidentiality of employee information. Regrettably, we are writing to inform you about an incident that may have involved some of your personal information as an employee or former employee.

What Happened?

On April 28, 2016, we learned that a “phishing” email was sent to an employee who responded to the email, thinking that it was a legitimate request.¹ When we learned of this, we immediately secured the email account, reset passwords and began an investigation. We also notified the Solano County Sheriff’s Office which is working with the college Information Technology Department and the Solano County Sheriff’s Office Computer Crime Task Force in the investigation of this matter.

What Information Was Involved?

Our investigation revealed that the employee inadvertently disclosed a copy of your W-2 which includes your name, address, Social Security number, and salary information.

What We Are Doing.

While we have received no reports that your information has been used in any manner that would compromise your identity or credit, out of an abundance of caution, we want to let you know this happened and assure you that we take it very seriously. As a precaution, we are offering you a free, one-year membership in Experian’s® ProtectMyID® Alert to help detect possible misuse of your personal information and provide you with identity protection services focused on immediate identification and resolution of identity theft. 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. ProtectMyID Alert is completely free to you and enrolling in this program will not hurt your credit score. Also, all employees will be receiving additional education and training regarding “phishing” emails, and we are conducting a comprehensive review of our security practices, procedures and safeguards.

What You Can Do.

We encourage you to take advantage of the identity theft protection services being offered. Further, you should remain vigilant to the possibility of fraud and identity theft by reviewing your credit card, bank, and other financial statements for any unauthorized activity. Please review the enclosed “Information about Identity Theft Protection” reference guide on the back of this letter, which describes additional steps you can take to help protect yourself, including recommendations by the Federal Trade Commission regarding identity theft protection and details on how to place a fraud alert or a security freeze on your credit file.

¹ Phishing is the attempt to acquire sensitive information by masquerading as a trustworthy entity in an electronic communication, typically via email. For more information, see Phishing at <https://en.wikipedia.org/wiki/Phishing>.

For More Information.

We deeply regret any inconvenience this incident may cause you. For more information, please contact our dedicated call center at 707-863-7897, Monday through Friday from 8:00 AM to 4:00 PM Pacific Standard Time or email at securitybreach@solano.edu.

Sincerely,



Celia Esposito-Noy, Ed.D.
Superintendent-President

Activate ProtectMyID Now in Three Easy Steps

1. ENSURE That You Enroll By: **July 31, 2016** (Your code will not work after this date.)
2. VISIT the **ProtectMyID Web Site to enroll: www.protectmyid.com/redeem**
3. PROVIDE Your Activation Code: [REDACTED]

If you have questions or need an alternative to enrolling online, please call 877-297-7780 and provide engagement #: [REDACTED]

ADDITIONAL DETAILS REGARDING YOUR 12-MONTH PROTECTMYID MEMBERSHIP:

A credit card is not required for enrollment.

Once your ProtectMyID membership is activated, you will receive the following features:

- **Free copy of your Experian credit report**
- **Surveillance Alerts for:**
 - **Daily Bureau Credit Monitoring:** Alerts of key changes & suspicious activity found on your Experian, Equifax[®] and TransUnion[®] credit reports.
- **Identity Theft Resolution & ProtectMyID ExtendCARE:** Toll-free access to US-based customer care and a dedicated Identify Theft Resolution agent who will walk you through the process of fraud resolution from start to finish for seamless service. They will investigate each incident; help with contacting credit grantors to dispute charges and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; contact government agencies.
 - It is recognized that identity theft can happen months and even years after a data breach. To offer added protection, you will receive ExtendCARE[™], which provides you with the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
- **\$1 Million Identity Theft Insurance*:** Immediately covers certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.

**[Activate your membership today at www.protectmyid.com/redeem](http://www.protectmyid.com/redeem)
or call 877-297-7780 to register with the activation code above.**

Once your enrollment in ProtectMyID is complete, you should carefully review your credit report for inaccurate or suspicious items. If you have any questions about ProtectMyID, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 877-297-7780.

* Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of 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.