



January \_\_, 2020

## NOTICE OF DATA BREACH

Dear [FIRST LAST]:

Community Action Partnership of Kern (“CAPK”) is writing to notify you of a recent incident involving two prior employees of our Voluntary Income Tax Assistance (“VITA”) program that may have affected the security of your personal information. This letter is to provide you with information regarding the incident, to advise you of the steps we are taking in response, and to provide you with additional information about the steps you may take to protect yourself from the possible misuse of your personal information.

### **What Happened?**

Between October 2019 and December 2019 two authorized users of the tax preparation software TaxWise used by CAPK to facilitate the VITA program gained unauthorized access to the tax returns of 512 VITA clients. CAPK first learned of this incident on December 23, 2019, and our investigation is continuing. At this time, CAPK has no reason to believe that your information was or is being used for any illegal purpose.

### **What Information Was Involved?**

The impacted tax returns are from tax years 2017 and 2018 and include full names, addresses, social security numbers, dates of birth, and private financial information.

### **What Are We Doing?**

CAPK takes the security, privacy, and confidentiality of your personal information extremely seriously. The individuals involved in this incident are no longer employed by or associated with CAPK in any capacity.

CAPK has implemented additional security measures to prevent any unauthorized access and/or data breaches from happening again in the future. CAPK has also alerted the Internal Revenue Service, the California Attorney General’s Office, the Federal Bureau of Investigation, and the Bakersfield Police Department to ensure the incident is properly addressed.

As an added precaution, CAPK is offering you twelve (12) months of complimentary credit monitoring and identity theft restoration services through a certified credit monitoring firm at no cost to you. Details of this service and instructions on how to enroll are enclosed with this letter.

## What You Can Do?

CAPK encourages you to regularly review statements from your financial accounts and periodically obtain a copy of your credit report from one or more of the three major credit reporting agencies—Equifax, Experian, and TransUnion. You may obtain a free copy of your credit report online or purchase a copy of your credit report directly from one of the three major credit reporting agencies.

If you detect any suspicious activity, you should immediately report such activity to your financial institution, credit reporting agencies, and law enforcement. In addition to local law enforcement, you may want to alert the California Attorney General's Office as well as the Federal Trade Commission.

To submit a complaint to the Federal Trade Commission, visit: [ftc.gov/idtheft](http://ftc.gov/idtheft), or call (877) 438-4338. The California Attorney General's Office provides additional information on how to avoid identity theft at [oag.ca.gov/idtheft](http://oag.ca.gov/idtheft).

You may want to consider contacting one of the three major credit reporting agencies regarding a fraud alert or security freeze.

An initial fraud alert puts your creditors on notice that you have been or suspect you are about to be, a victim of identity theft. An initial fraud alert is free and will stay on your credit file for at least ninety (90) days. You may request an extended alert be 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 (7) years. You can place these alerts on your credit report by contacting any of the three major credit reporting agencies listed below:

Equifax:

(800) 525-6285

[www.equifax.com](http://www.equifax.com)

P.O. Box 740241, Atlanta, GA 30374

Experian:

(888) 397-3742

[www.experian.com](http://www.experian.com)

P.O. Box 9532, Allen, TX 75013

TransUnion:

(800) 680-7289

[www.transunion.com](http://www.transunion.com)

Fraud Victim Assistance Division

P.O. Box 2000, Chester, PA 19022

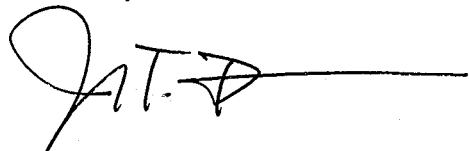
You may also be able to place a credit or security freeze on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you

initiate a freeze. A freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. As a freeze prevents potential creditors and other third parties from accessing your credit report, this may delay your ability to obtain credit. In addition, you may incur fees to place, lift, and/or remove a credit freeze. Unlike a fraud alert, you must initiate a credit freeze with each credit reporting agency and the instructions on how to establish a credit freeze differ from state to state. For more information, contact the three major credit reporting agencies listed above.

**For More Information?**

CAPK sincerely apologizes for this incident and any inconvenience it may cause you. We will immediately notify you of any developments in the investigation and encourage you to call (661) 498-7446 or by email at [vitanotice@capk.org](mailto:vitanotice@capk.org) with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'J.T. Tobias', followed by a long horizontal line extending to the right.

Jeremy T. Tobias  
Chief Executive Officer