



SCRIPPS  
THE WOMEN'S COLLEGE  
• CLAREMONT •

1030 COLUMBIA AVENUE  
CLAREMONT, CALIFORNIA  
91711-3905

LORI BETTISON-VARGA  
*President*

TEL: (909) 621-8148  
FAX: (909) 621-8890

[Date]

[Name]

[Street Address]

[City], [State] [Zip]

Dear [Name]:

During a review of certain processes in the Scripps College Financial Aid Office, we discovered that an unauthorized individual not employed by the College may have had access to information relating to your financial aid application. This information may have included your name, social security number, date of birth, and other financial information related to the aid application. As a precautionary measure and consistent with the law, we are sending notice to advise you of the incident.

Based on our investigation, it appears that a former employee acted in an unauthorized manner, during employment, by sharing certain application information with a financial aid professional who was not employed or engaged by the College. The disclosure appears to have been for the purpose of obtaining assistance in evaluating applications and preparing potential aid packages. That conduct occurred intermittently between 2008 and 2012. We have not identified any evidence suggesting that the information was shared for any other purpose or was disclosed beyond that one unauthorized individual.

We immediately took action to protect you when we discovered that your information may have been accessed, and we are sending this notice to you without delay. We eliminated the employee's access to the financial aid information that we maintain, and we acted to prevent further access by the unauthorized individual. We also have reviewed our computer systems and security and conducted interviews to assess the scope of the conduct. We believe the situation has been contained for the following reasons:

1. The specific method used by the unauthorized individual to gain access has been identified and addressed.
2. It appears the unauthorized individual's sole motive was to assist with the review of certain financial aid applications. We have no evidence suggesting that the sharing was for any other purpose.

3. We have no indication that any of your information was shared with any other unauthorized parties or that there has been any unauthorized use of your data.

Your privacy and the security of the financial information you provide are important to us. We have reviewed the College's access procedures related to financial aid data and are taking steps to further enhance security. While we do not believe that your information was misused or that there is any continued unauthorized access to your information, we encourage you to remain vigilant by reviewing account statements and monitoring free credit reports for signs of fraud or identity theft. The toll-free telephone numbers and addresses for the major consumer reporting agencies are included below. You also can obtain information regarding fraud alerts and security freezes from these sources.

| Contact Information For Major Consumer Reporting Agencies |  |
|---|--|
| <b>Equifax</b>  | (800) 525-6285; P.O. Box 105069, Atlanta, GA 30348; <a href="http://www.equifax.com">www.equifax.com</a>       |
| <b>Experian</b>   | (888) 397-3742; P.O. Box 72, Allen, TX, 75013; <a href="http://www.experian.com">www.experian.com</a>          |
| <b>TransUnion</b>   | (800) 680-7289; P.O. Box 6790, Fullerton, CA 92834; <a href="http://www.transunion.com">www.transunion.com</a> |

Any suspicious activity on an account or suspected incidents of identity theft should be reported to local law enforcement, the state Attorney General, or the Federal Trade Commission. The Federal Trade Commission may be contacted at 1-877-ID-THEFT (1-877-438-4338), 600 Pennsylvania Avenue, NW, Washington DC 20580, or at <http://www.ftc.gov/idtheft>; the FTC's website also has tips on how to guard against and deal with identity theft.

Student and parent privacy, confidentiality and security are very important to us. We apologize for any inconvenience or concern that this causes. For your benefit, we have retained a company with experience managing situations like this one involving unauthorized access to information to answer your questions regarding this notice. If you have any questions related to any of the above, please contact the Scripps College call center at 1-877-465-4815 between the hours of 7 a.m. and 6 p.m. Pacific Daylight Time Monday through Friday.

Sincerely,



Lori Bettison-Varga  
President