



August XX, 2021

Notice of Data Breach

Dear [Name]:

At the University of Kentucky, we understand the importance of protecting information. We write to inform you of an incident involving the Open-source Tools for Instructional Support (OTIS) Digital Driver's License database, a platform used by your school, that involved some of your information.

What happened?

In early June 2021, during a scheduled penetration test, we identified a vulnerability associated with our website – <https://otis.coe.uky.edu>. We fixed the vulnerability and began an investigation with the assistance of a forensic firm. On June 25, 2021, the investigation determined that an unknown party exploited the vulnerability and likely acquired a copy of the OTIS Digital Driver's License database between January 8, 2021 and February 6, 2021.

What information was involved?

We conducted a review of the database and determined that your username (usually your email address) and password to our website was stored in the database. The database did not collect or contain any other personal information such as birthdates, social security numbers, or financial information for any user.

What We Are Doing.

For your security, we have disabled the passwords involved, and you will need to reset your password the next time you use your account. We also are using the results of the investigation to take steps to enhance the security of the database.

What You Can Do.

At this time, we have no evidence that this information has been misused. If you use the same username and password for any other account, we recommend that you change your password there as well. You should also review the additional information on the following pages on ways to protect yourself.

For More Information.

We regret any inconvenience or concern this incident may cause. If you have questions, please call XXX-XXX-XXXX or toll free at XXX-XXX-XXXX, Monday – Friday between 9:00 a.m. and 5:00 p.m., EST.

Sincerely,

Brian T. Nichols
Chief Information Officer

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.ftc.gov/idtheft

University of Kentucky is located at 301 Main Building, Lexington, KY 40506 and can be reached at (859) 257-9000.

New York Residents: You may contact and obtain information from these state agencies:

- New York Department of State Division of Consumer Protection, One Commerce Plaza, 99 Washington Ave., Albany, NY 12231-0001, 518-474-8583 / 1-800-697-1220, <http://www.dos.ny.gov/consumerprotection>; and
- New York State Office of the Attorney General, The Capitol, Albany, NY 12224-0341, 1-800-771-7755, <https://ag.ny.gov>