



Return Mail Processing Center
P.O. Box 6336
Portland, OR 97228-6336

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Re: Notice of Data Breach

Dear <<Name 1>>:

Woodland Unified School District (“Woodland”) is writing to notify you of an event that may affect the security of some of your personal information. We take the protection and proper use of this information very seriously, and it is important to us that you are made aware of this event.

What Happened? On April 27, 2020 Woodland was notified by Aeries Software, Inc. (“Aeries”), a third-party student data management vendor, of a potential data incident affecting Aeries’ school district clients. While Aeries indicated it found no evidence to suggest that any data was specifically accessed, that type of activity cannot be ruled out with certainty. Aeries also stated that local and federal law enforcement officials were notified of this incident. The notification prompted Woodland to immediately launch an investigation into the nature and scope of the event.

The investigation determined that personal information residing in our Aeries Student Information System (“SIS”) was potentially subject to unauthorized access on or around November 4, 2019. While we are unaware of any actual or attempted misuse of this information, we undertook a comprehensive review of our Aeries SIS to confirm the type of information it contained and to whom it related. This review was completed on September 15, 2020 and we determined certain information relating to you resided in our Aeries SIS in November 2019 and thus was potentially subject to unauthorized access.

What Information Was Involved? Our investigation in this matter confirmed that our Aeries SIS contained your name, physical address, email address, Aeries SIS Username and password in hashed form.


What Are We Doing. Information privacy and security are among our highest priorities. Woodland has strict measures in place to protect information in our care. Upon learning of this incident, we took steps to determine the contents of our Aeries SIS which were affected by the Aeries incident and identify any potentially impacted individuals. We are also working with Aeries to confirm actions they are taking and measures they are putting in place to prevent the reoccurrence of the November 2019 event. Additionally, we have reported this incident to state regulators, as required.

What You Can Do. Please review the enclosed “Steps You Can Take to Protect Your Information.” We also encourage you to change your Aeries SIS password.

For More Information. We recognize that you may have questions not addressed in this letter. If you have additional questions, please call our dedicated assistance line at 888-905-0732 (toll-free), Monday – Friday, 6:00 a.m. to 6:00 p.m., Pacific Time (excluding U.S. national holidays). You may also write to us at 435 6th St, Woodland, CA 95695.

We sincerely regret any inconvenience this incident may cause you. Protecting your information is important to us, and Woodland remains committed to safeguarding information in our care.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Wiley, Jr.", with a stylized flourish at the end.

Lewis Wiley, Jr.
Associate Superintendent, Business Services
Woodland Unified School District

Steps You Can Take to Protect Your Information

Monitor Your Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity. Under U.S. law you are entitled to one (1) free credit report annually from each of the three (3) major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three (3) major credit bureaus listed below directly to request a free copy of your credit report. You may wish to stagger your requests so that you receive a free report by one of the three credit bureaus every four months.

You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com/freeze/center.html

TransUnion

P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
www.transunion.com/credit-freeze

Equifax

P.O. Box 105788
Atlanta, GA 30348-5788
1-800-685-1111
www.equifax.com/personal/credit-report-services

As an alternative to a security freeze, you have the right to place an initial or extended “fraud alert” on your file at no cost. An initial fraud alert is a one-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven (7) years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com/fraud/center.html

TransUnion

P.O. Box 2000
Chester, PA 19016
1-800-680-7289
www.transunion.com/fraud-alerts

Equifax

P.O. Box 105069
Atlanta, GA 30348
1-888-766-0008
www.equifax.com/personal/credit-report-services

Additional Information

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.

For Maryland residents, the Attorney General may be contacted at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-888-743-0023; or www.oag.state.md.us.

For New Mexico residents, you have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit “prescreened” offers of credit and insurance you get based on information in your credit report; and you may seek damages from violators. You may have additional rights under the Fair Credit Reporting Act not summarized here.

Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. We encourage you to review your rights pursuant to the Fair Credit Reporting Act by visiting www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf or by writing to Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

For New York residents, the Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; <https://ag.ny.gov>.

For North Carolina residents, the Attorney General may be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6400; or www.ncdoj.gov.