

[YMCA Logo]

[Name]

[Address]

[City, State, Zip]

[Date]

**Re: Notice of Data Breach**

Dear [First Name, Last Name]:

We are writing to inform you of a recent event that may impact the security of some of your personal information. While we are unaware of any actual or attempted misuse of your information, we are writing to ensure that you are aware of the incident so that you may take steps to protect your personal information should you feel it is appropriate to do so.

**What Happened?** On or about June 14, 2017, the YMCA became aware that an Excel spreadsheet containing personal information of certain YMCA employees was inadvertently sent over email to certain YMCA employees. Upon learning of the event, the YMCA immediately launched an investigation to determine its nature and scope, including remediating the incident with the assistance of the YMCA IT department.

**What Information Was Involved?** While our investigation is ongoing, we determined the employee information contained in the Excel spreadsheet included: first and last name; Social Security number; address; date of birth; phone number; salary; former/maiden name; and disability code. This employee information was located in the second tab of a larger spreadsheet.

**What Are We Doing.** We take this incident, and the security of your personal information, very seriously. We immediately took steps to determine how this event occurred, and confirm whether information within the Excel Spreadsheet was viewed or otherwise downloaded or reproduced by the unintended recipients. We forensically purged the email containing the Excel Spreadsheet from relevant YMCA systems. We also launched an internal review of the YMCA's policies to minimize the likelihood of another such event from occurring. We are providing notice of this event to you and we are also providing notice of this incident to the California Attorney General as required.

In addition to taking the above steps, and although we are unaware of any actual or attempted misuse of your information, we are providing you information on how to better protect against identity theft and fraud. We are also offering you access to [X] months of credit monitoring and identity restoration services with [Vendor], at no cost to you. Instructions on how to enroll and receive these services are included in the attached *Privacy Safeguards*.

**What Can You Do.** We encourage you to enroll and receive the complimentary access to credit monitoring and identity restoration services we are offering with [Vendor]. We also encourage you to take the steps described in the enclosed *Privacy Safeguards* to better protect yourself against identity theft and fraud.

**For More Information.** We recognize you may have questions that are not answered in this letter. We have established a toll-free hotline to assist you with questions regarding this incident. This hotline can be reached at (xxx) xxx-xxxx, [day] through [day] from [time] to [time].

We are sorry for any inconvenience this incident may cause.

Sincerely,

Shannel Halbo  
Associate General Counsel

Encl.

## **PRIVACY SAFEGUARDS**

### **[Enrollment Instructions]**

You may take action directly to further protect against possible identity theft or financial loss. The YMCA encourages 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 free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a “fraud alert” on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below.

Equifax  
P.O. Box 105069  
Atlanta, GA 30348  
800-525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 2002  
Allen, TX 75013  
888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 2000  
Chester, PA 19016  
800-680-7289  
[www.transunion.com](http://www.transunion.com)

You may also place a security freeze on your credit reports. A security freeze prohibits a credit bureau from releasing any information from a consumer’s credit report without the consumer’s written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services. If you have been a victim of identity theft, and you provide the credit bureau with a valid police report, it cannot charge you to place, list or remove a security freeze. In all other cases, a credit bureau may charge you a fee to place, temporarily lift, or permanently remove a security freeze. You will need to place a security freeze separately with each of the three major credit bureaus listed above if you wish to place a freeze on all of your credit files.

To find out more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze  
P.O. Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
<https://www.freeze.equifax.com>

Experian Security Freeze  
P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com/freeze/center.html](http://www.experian.com/freeze/center.html)

TransUnion  
P.O. Box 2000  
Chester, PA 19016  
1-888-909-8872  
[www.transunion.com/securityfreeze](http://www.transunion.com/securityfreeze)

You can further educate yourself regarding identity theft, and the steps you can take to protect yourself, by contacting your state Attorney General or the Federal Trade Commission. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue, NW, Washington, DC 20580, [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft), 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. Instances of known or suspected identity theft should be reported to law enforcement, your Attorney General, and the FTC. You

can also further educate yourself about placing a fraud alert or security freeze on your credit file by contacting the FTC or your state's Attorney General. 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 crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that they have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement. This notice has not been delayed by law enforcement.