



Secure Processing Center
P.O. Box 3826
Suwanee, GA 30024

<<First Name>> <<Middle Last>> <<Last Name>>
<<Address 1>>
<<Address 2>>
<<City>> <<State>> <<Zip>>

<<Date>>

To: To those who served with our team between 2020 and 2023 and received a 1099

From: Church of the Highlands and Highlands College

Notice of Data Security Incident

Church of the Highlands and Highlands College recently experienced a cyber incident that may involve some of your personal information. While there is no current evidence your information has been misused or subject to identity theft because of this incident, we are providing this notice out of an abundance of caution and because the privacy and security of your personal information is one of our highest priorities. Below is additional information about the incident, how we have responded so far, and what steps you can take to further protect your personal information.

What Happened?

On November 14, 2023, Church of the Highlands became aware of a cyber incident affecting some of its computer systems. We immediately responded by taking action to contain the incident. After we contained the incident, we began an investigation, while also working to restore the affected systems. During the course of our investigation, we learned that an unauthorized third party had accessed and, in some instances, compromised and/or acquired certain files stored on some of the Church's systems, including some files that contained personal information. Again, at this time, we have no evidence that any of your personal information has been misused or otherwise used to engage in identity theft. We consider our investigation complete as to any of your personal information that may have been included in the cyber incident.

What Information Was Involved?

We were able to identify potentially affected individuals receiving this letter around February 8, 2024. On November 15, 2023, we had reason to believe that certain categories of personal information may have been affected, although we did not know what specific categories, nor the specific individuals potentially affected. We spent the next days and weeks investigating until we were able to discover names and contact information for individuals whose personal information may have been affected.

If we prepared a Form 1099 concerning you between 2020 and 2023 and you are receiving this notice, the personal information in the affected data may include identifiers such as name, Social Security Number, and Tax Identification Number. While we believe at this time that your personal information in connection with this notice is secure, we are sending this notice and offering complimentary credit monitoring services in an abundance of caution.

What Are We Doing?

Since discovering the cyber incident, we have continued to work tirelessly with our IT team to review thoroughly the affected systems and files, to access and secure the affected systems, and to ensure the integrity of the data. Our cybersecurity forensic team conducted a thorough investigation into the incident. We reported it to law enforcement and have cooperated with law enforcement. As part of our ongoing commitment to the security of your information, we implemented measures to further enhance network security and minimize the risk of a similar incident occurring in the future. We will continue to monitor our systems for opportunities to incorporate safeguards to protect our systems against future incidents.

What You Can Do

We encourage you to enroll in the complimentary identity theft and credit monitoring services we are providing. We have arranged for you to have the option to enroll, at no cost to you, in an online credit monitoring service (3-Bureau Complete Premier) for <<CM Duration>> provided through Equifax, one of the three nationwide credit reporting companies. To enroll in this service, go to the Equifax website at www.equifax.com/activate and in the space referenced as "Enter Activation Code," enter the following Activation Code <<Activation Code>> and follow the steps to receive your credit monitoring service.

You can sign up for the credit monitoring service anytime between now and <<Enrollment Deadline>>. Due to privacy laws, we cannot register you directly. Please note that credit monitoring services might not be available for individuals who do not have a credit file with Equifax, or an address in the United States (or its territories) and a valid Social Security number. Enrolling in this service will not affect your credit score.

We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, please call our call center at **877-881-1759** (toll free), available from 8:00 AM to 8:00 PM Central Time, except holidays.

You may also contact us at Church of the Highlands, 3660 Grandview Parkway, Birmingham, AL 35243-3330; Phone: 205-980-5577.

We take the privacy and security of the personal information in our care seriously, and we regret any inconvenience this may have caused you.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Hodges", with a stylized flourish at the end.

Denny Hodges, Associate Pastor

Steps You Can Take to Help Protect Your Information

Enroll in Credit Monitoring

You to have the option to enroll, at no cost to you, in a credit monitoring service (3-Bureau Complete Premier) for <<CM Duration>> provided by Equifax, one of the 3 nationwide credit reporting companies. To enroll, follow the steps contained on the previous page. Once enrolled, you will be able to obtain <<CM Duration>> of annual access to your 3-bureau credit report and VantageScore credit scores; daily access to your Equifax credit report and 1-bureau VantageScore credit score; 3-bureau credit monitoring with notifications of key changes to your credit reports; WebScan notifications when your personal information, such as Social Security Number, credit/debit card or bank account numbers are found on fraudulent Internet trading sites; automatic fraud alerts, which encourage potential lenders to take extra steps to verify your identity before extending credit; Identity Restoration to help restore your identity if you become a victim of identity theft; access to an Identity Restoration Specialist to assist you; up to \$1,000,000 in identity theft insurance for certain out of pocket expenses resulting from identity theft (policy limitations and exclusions may apply); and Lost Wallet Assistance if your wallet is lost or stolen, and one-stop assistance in canceling and reissuing credit, debit and personal identification cards.

Monitor Your Accounts

As a precautionary measure, we recommend that you review your account statements and credit reports closely. If you detect any suspicious activity on an account, promptly notify the financial institution or company with which the account is maintained. You should also promptly report any fraudulent activity or suspected identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission.

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

You may also want to consider placing a fraud alert on your credit report at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert displayed 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 years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a "credit freeze" on a credit report for up to one year at no cost, which will prohibit a credit bureau from releasing information in the credit report without the consumer's express authorization. The credit 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 credit 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 other account involving the extension of credit. By federal law, you cannot be charged to place or lift a security freeze on your credit report.

To request a security freeze, you will need to provide the following information: full name (including middle initial as well as Jr., Sr., II, III, etc.); social security number; date of birth; addresses for the prior two to five years; proof of current address, such as a current utility bill or telephone bill; a legible photocopy of a government-issued identification card (state driver's license or ID card, etc.); and a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if you are a victim of identity theft.

Should you wish to obtain a credit report, or place a fraud alert or credit freeze on your report, please contact the three major credit reporting bureaus listed below:

Experian

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

TransUnion

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

Equifax

P.O. Box 105788
Atlanta, GA 30348
800-685-1111
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); 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. Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies. 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.

You can also review the Federal Trade Commission's steps to "Protect Your Personal Information and Data" (available at www.consumer.ftc.gov/articles/protect-your-personal-information-and-data), as well as the "Guidance for Families" provided by the Cybersecurity Infrastructure & Security Agency (available at www.cisa.gov/shields-guidance-families).

Contact Information for State Attorney Generals

For Alabama residents, the Attorney General can be contacted at: 501 Washington Avenue, Montgomery, AL 36104; 1-800-392-5658 or 334-242-7335; or www.alabamaag.gov.

For Arizona residents, the Attorney General can be contacted at: 2005 N Central Avenue, Phoenix, AZ 85004; 602-542-5025; or www.azag.gov.

For California residents, the Attorney General can be contacted at: 1300 "I" Street Sacramento, CA 95814-2919. Phone: 916-445-9555; or www.oag.ca.gov.

For Colorado residents, the Attorney General can be contacted at: 1300 Broadway, 10th Floor, Denver, CO 80203; 720-508-6000; or www.coag.gov.

For Connecticut residents, the Attorney General can be contacted at: 165 Capitol Avenue, Hartford, CT 06106; 860-808-5318; or www.portal.ct.gov/ag.

For Florida residents, the Attorney General may be contacted at: PL-01 The Capitol, Tallahassee, FL 32399-1050; 866-966-7226; or www.myfloridalegal.com.

For Georgia residents, the Attorney General may be contacted at: 40 Capitol Square, SW, Atlanta, GA 30334; 404-458-3600; or www.law.georgia.gov.

For Illinois residents, the Attorney General may be contacted at: 115 S. LaSalle St., Chicago, IL 60603; 312-814-3000; or www.illinoisattorneygeneral.gov.

For Indiana residents, the Attorney General may be contacted at: 302 W. Washington St., 5th Floor, Indianapolis, IN 46204; 317-232-6201; or www.in.gov/attorneygeneral.

For Kansas residents, the Attorney General may be contacted at: 120 SW 10th Ave, 2nd Floor, Topeka, KS 66612-1597; 785-296-2215; or www.ag.ks.gov.

For Kentucky residents, the Attorney General may be contacted at: 700 Capital Avenue, Suite 118, Frankfort, Kentucky 40601; 502-696-5300; or www.ag.ky.gov/Pages/default.aspx.

For Louisiana residents, the Attorney General may be contacted at: P.O. Box 94005, Baton Rouge, LA 70804; 225-326-6079, 225-326-6757 or 877-297-0995; or www.ag.state.la.us.

For Maryland residents, the Attorney General may be contacted at: 200 St. Paul Place, Baltimore, MD 21202; 410-576-6300 or 888-743-0023; or www.marylandattorneygeneral.gov.

For Michigan residents, the Attorney General may be contacted at: 525 W. Ottawa St., Lansing, MI 48906; 517-335-7622; or www.michigan.gov/ag.

For Missouri residents, the Attorney General may be contacted at: P.O. Box 899, Jefferson City, MO 65102; 573-751-3321; or www.ago.mo.gov.

For Montana residents, the Attorney General may be contacted at: 215 N Sanders, Third Floor, PO Box 201401, Helena, MT 59620-1401; 406-444-2026; or www.dojmt.gov/our-attorney-general.

For Nebraska residents, the Attorney General may be contacted at: 2115 State Capitol, Lincoln, NE 68509; 402-471-2683; or www.ago.nebraska.gov.

For Nevada residents, the Attorney General may be contacted at: 100 North Carson Street, Carson City, NV 89701; 775-684-1100; or www.ag.nv.gov.

For New Jersey residents, the Attorney General may be contacted at: 25 Market Street, PO Box 081, Trenton, NJ 08625-0081; 609-984-5828; or www.njoag.gov.

For New York residents, the Attorney General may be contacted at: The Capitol, Albany, NY 12224-0341; 1-800-771-7755; or www.ag.ny.gov.

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

For Ohio residents, the Attorney General can be contacted at: 30 E. Broad St., 14th Floor, Columbus, OH 43215; 800-282-0515; or www.ohioattorneygeneral.gov.

For Oklahoma residents, the Attorney General may be contacted at: 313 NE 21st Street Oklahoma City, OK 73105; 405-521-3921; or www.oag.ok.gov.

For Oregon residents, the Attorney General may be contacted at: Oregon Department of Justice, 1162 Court St. NE, Salem, OR 97301-4096; 877-877-9392; or www.doj.state.or.us.

For Pennsylvania residents, the Attorney General may be contacted at: Strawberry Square Harrisburg, PA 17120; 717-787-3391; or www.attorneygeneral.gov.

For Rhode Island residents, the Attorney General may be contacted at: 150 South Main Street, Providence, RI, 02903; 401-274-4400; or www.riag.ri.gov.

For South Carolina residents, the Attorney General may be contacted at: P.O. Box 11549 Columbia, S.C. 29211; 803-734-3970; or www.scag.gov.

For Tennessee residents, the Attorney General can be contacted at: P.O. Box 20207, Nashville, TN 37202; 615-741-3491; or www.tn.gov/attorneygeneral.html.

For Texas residents, the Attorney General can be contacted at: PO Box 12548, Austin, TX 78711-2548; 512-463-2100 or 800-621-0508; or www.texasattorneygeneral.gov.

For Utah residents, the Attorney General may be contacted at: 350 North State Street Suite 230, SLC UT 84114-2320; 801-366-0260; or www.attorneygeneral.utah.gov.

For Virginia residents, the Attorney General can be contacted at: 202 North Ninth Street, Richmond, Virginia 23219; 804-786-2071 or 804-786-2042; or www.oag.state.va.us.

For Washington residents, the Attorney General can be contacted at: P.O. Box 40100, Olympia, WA 98504; 360-753-6200; or www.atg.wa.gov.

For Wisconsin residents, the Attorney General can be contacted at: P.O. Box 7857, Madison, WI 53707-7857; 608-266-1221; or www.doj.state.wi.us.

For West Virginia residents, the Attorney General can be contacted at: 1900 Kanawha Blvd. E, Charleston, WV 25305; 304-558-2021; or www.ago.wv.gov.