

EXHIBIT A

[Date]

[Address]

Re: [District Name] Data Incident

Dear [Name]:

We are writing to inform you of an incident that may impact the security of some of your employees' information.

What Happened? On December 5, 2017, a San Diego County Office of Education ("SDCOE") employee inadvertently sent an employee retirement contribution spreadsheet, containing employee name, Social Security number, and funding amount, to SDCOE's retirement contribution contacts at forty-four (44) school districts throughout the Southern California area. This information was received by SDCOE from Empower Retirement in the course of overseeing retirement deductions for employees, and sent by SDCOE in connection with alerting school districts of certain retirement plan participants nearing the maximum contribution amount for 2017.

What Information Was Involved? The spreadsheet contained the names, Social Security numbers, age, and retirement account contribution information for certain participants in your retirement plan. Impacted individuals affiliated with your organization are identified in the document attached as *Exhibit A*.

What is SDCOE Doing? SDCOE discovered this incident on [date]. Upon learning of this incident, SDCOE immediately launched an internal investigation into the incident and attempted to recall the email. We request that you securely and permanently delete this email from the email accounts and information systems at your organization.

We understand [district] is the owner of this data and may be required pursuant to laws of the states of residence of the employees and/or contract to take certain steps to disclose this incident to its impacted individuals. SDCOE understands this event may be concerning, and takes the security of information in its possession and control seriously. As such, SDCOE will provide, on behalf of [district], notification to those [district] retirement plan participants whose information was inadvertently emailed to another school, and any state regulators and consumer reporting agencies required by law. SDCOE will also offer impacted employees access to 12 months of free credit monitoring and identity restoration services.

What Can You Do? SDCOE does not have current address information for impacted individuals. SDCOE requests that you provide address information for the impacted individuals no later than January 5, 2018. Please note that we cannot mail letters to your impacted individuals until you provide us with the address information. Understanding you may receive inquiries directly from or provide separate notice to your participants, we will provide you with the notification mailing date and a set of Frequently Asked Questions for use in responding to inquiries you may receive regarding this incident.

For More Information. We understand you may have questions that are not addressed in this communication. Please do not hesitate to reach out to me directly at [email address] or [phone number] with any question or concerns.

Sincerely,

[Name]

[Title]

EXHIBIT B



SAN DIEGO COUNTY
OFFICE OF EDUCATION

C/O ID Experts
P.O. Box 10444
Dublin, OH 43017-4044

To Enroll, Please Call:
800-741-8907
Or Visit: www.IDExpertsCorp.com/protect
Enrollment Code: <<XXXXXXXXXX>>

<<FirstName>> <<LastName>>
<<Address>>
<<City>>, <<State>> <<Zip>>

<<Date>>

Re: Notice of Data Breach

Dear <<FirstName>>:

San Diego County Office of Education (“SDCOE”) oversees retirement (403b/457) deductions for employees of <<district>>. We are writing to inform you of a recent event impacting the security of certain information relating to you. While we are unaware of any actual or attempted misuse of this information, we write to provide you with information about this event and what you can do to better protect against the possibility of identity theft and fraud if you feel it is appropriate to do so.

What Happened? On December 5, 2017, a SDCOE employee inadvertently sent an employee retirement contribution spreadsheet to SDCOE’s retirement contribution contacts at forty-four (44) school districts throughout the Southern California area. This information was received by SDCOE in the course of overseeing retirement deductions for employees, and sent by SDCOE in connection with alerting school districts of certain retirement plan participants nearing the maximum contribution amount for 2017. Immediately upon discovering the inadvertent transmission, SDCOE launched an investigation, requested all recipients to securely delete the email, notified <<district>> of this incident, and requested <<district>>’s authorization to provide this notice to you.

What Information Was Involved? As part of its investigation into this incident, SDCOE determined the spreadsheet contained the following information relating to you: name, Social Security number, and retirement account contribution information.

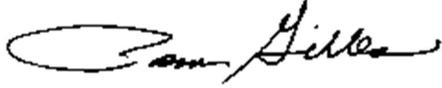
What We Are Doing? In addition to taking the steps detailed above and providing this notice to you, we are reviewing our policies to prevent an incident like this from happening again in the future. While we are unaware of any actual or attempted misuse of your information, we are offering you complimentary access to 12 free months of credit monitoring and identity restoration services with ID Experts. We are also notifying state regulators and consumer reporting agencies of this incident as required.

What Can You Do? You can review the enclosed *Steps You Can Take To Protect Against Identity Theft and Fraud*, which contains instructions on how to enroll and receive the free credit monitoring and identity restoration services, as well as information on what you can do to better protect against the possibility of identity theft and fraud if you feel it is appropriate to do so.

For More Information. We understand you may have questions that are not answered in this letter. To ensure your questions are answered in a timely manner please contact our call center staffed with individuals familiar with this event and protecting against identity theft and fraud. The call center can be reached by 800-741-8907, Monday to Friday, 5:00am to 5:00pm PST.

We sincerely regret any inconvenience or concern this incident has caused you.

Sincerely,

A handwritten signature in black ink, appearing to read "Pam Gilles". The signature is fluid and cursive, with a large initial "P" and "G".

Pam Gilles
Executive Director, Internal Business Services
San Diego County Office of Education

Steps You Can Take to Protect Against Identity Theft and Fraud

While we are unaware of any actual or attempted misuse of your information, as an added precaution, we have arranged to have ID Experts protect your identity for 12 months at no cost to you with MyIDCare™. MyIDCare services include: 12 months of credit monitoring, a \$1,000,000 insurance reimbursement policy, and exclusive educational materials and fully managed identity theft recovery services. With this protection, MyIDCare will help you resolve issues if your identity is compromised. To start monitoring your personal information, please follow the steps below:

1. Go to www.idexpertscorp.com/protect and follow the instructions for enrollment using your Enrollment Code provided at the top of this notice. Once you have completed your enrollment, you will receive a welcome letter by email (or by mail if you do not provide an email address when you sign up). The welcome letter will direct you to the exclusive ID Experts' Member Website where you will find other valuable educational information. Please note the deadline to enroll is [date].
2. For enrollment support via phone, ID Experts is available Monday through Friday from 5:00am PST to 5:00pm PST, at 800-741-8907.

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports and explanation of benefits forms 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 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

Experian
P.O. Box 2002
Allen, TX 75013
888-397-3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19106
800-680-7289
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, lift, 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

TransUnion
P.O. Box 2000
Chester, PA 19016
1-888-909-8872
www.transunion.com

You can further educate yourself regarding identity theft, fraud alerts, and the steps you can take to protect yourself, by contacting 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 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.