



December XX, 2020

[Name]

[Street Address]

[City, State, Zip Code]

Dear [Name]:

Helena Public Schools writes to inform you of a recent event which may affect the privacy of some of your information. We take this incident seriously and are providing you with information about the event because you are a current or former employee of Helena Public Schools' after-school student program. This notice provides information about the incident, our response, and resources available to you to help protect your information from possible misuse, should you feel it necessary to do so.

***What Happened and What Information was Involved?*** On September 28, 2020, we discovered that our Lincoln Elementary School building was burglarized over the previous weekend and several items were taken. We immediately contacted law enforcement and also conducted an internal investigation to determine what items were taken during the burglary. Among the items that were taken was a portable USB drive which contained scanned copies of timesheets used by current after-school student program employees and certain former employees dating as far back as February 2017. The time sheets contained full names and, for certain current and former employees, full Social Security numbers. You are one of the individuals whose full Social Security numbers was listed in the scanned timesheets.

We do not believe the information on the USB drive was specifically targeted and, to date, we are unaware of any actual or attempted misuse of any personal information as a result of this incident.

***What Are We Doing?*** Upon learning of this incident, we quickly took steps to investigate it and notified law enforcement. In an abundance of caution, we are also notifying potentially affected individuals, including you, so that you may take further steps to best protect your personal information, should you feel it is appropriate to do so, and providing you with access to 12 months of Credit and Identity Monitoring services through IDX® at no cost to you. We will also be notifying state regulators, as required.

***What Can You Do.*** We encourage you to review the enclosed *Steps You Can Take to Help Protect Your Information*. There you will find general information on what you can do to help protect your personal information and more information on the identity monitoring services we are offering and how to enroll in them.

***For More Information.*** We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, please call us at 406-324-2040, Monday through Friday between the hours of 8am and 4pm, Mountain Time (excluding holidays). You may also contact us at: 55 S Rodney St, Helena, MT 59601.

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

Sincerely,

Dr. Tyler Ream  
Superintendent  
Helena Public Schools

**To Enroll:**

**Please Call 1-800-939-4170**

**Or Visit:**

<https://app.myidcare.com/account-creation/protect>

**Enrollment Code: [Insert Code]**

## STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

**1. Website and Enrollment.** Go to <https://app.myidcare.com/account-creation/protect>, follow the instructions for enrollment and use this enrollment code: **[Insert Code]**.

**2. Activate the credit monitoring** provided as part of your IDX identity protection membership. The monitoring included in the membership must be activated to be effective. *Note:* You must have established credit and access to a computer and the internet to use this service. If you need assistance, IDX will be able to assist you.

**3. Telephone.** Contact IDX at 1-800-939-4170 to gain additional information about this event and speak with knowledgeable representatives about the appropriate steps to take to protect your credit identity.

### **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](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three (3) major credit bureaus directly to request a free copy of your credit report.

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](http://www.experian.com/freeze/center.html)

#### **TransUnion**

P.O. Box 160  
Woodlyn, PA 19094  
1-888-909-8872

[www.transunion.com/credit-freeze](http://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](http://www.equifax.com/personal/credit-report-services)

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five (5) years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.); and
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

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 (1) 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](http://www.experian.com/fraud/center.html)**TransUnion**

P.O. Box 2000

Chester, PA 19016

1-800-680-7289

[www.transunion.com/fraud-victim-resource/place-fraud-alert](http://www.transunion.com/fraud-victim-resource/place-fraud-alert)**Equifax**

P.O. Box 105069

Atlanta, GA 30348

1-888-766-0008

[www.equifax.com/personal/credit-report-services](http://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](http://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. 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.