



National Headquarters

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www.defenders.org

September 15, 2021

TO: Specific Current/Former Employee (to be filled in)

I am writing to inform you about a recent data security incident involving your personal information. On Tuesday, September 14, 2021, Defenders of Wildlife management was made aware of a breach in our procedures which resulted in the release of Personal Identifiable Information (PII) data. All current and former employees of Defenders of Wildlife who received a paycheck between January 1 – December 31, 2019 are impacted. We take data security very seriously and deeply regret that this incident occurred. Although we are unaware of any actual misuse of your information, we are providing notice to you about the incident, and about tools you can use to protect yourself against possible identity theft or fraud.

What Happened?

On Friday, September 10, 2021, a former employee of Defenders of Wildlife reached out to Defenders of Wildlife Human Resources department requesting copies of her individual W-2 tax forms for 2018, 2019, and 2020. On Tuesday, September 14, 2021, a Defenders of Wildlife Human Resources employee responded to the request. However, the response mistakenly included an attachment which contained all 2019 W-2 forms issued by Defenders of Wildlife.

What Information Was Involved?

The information that was sent included all 2019 W-2 forms issued by Defenders of Wildlife. The W-2 forms include names, addresses, social security numbers and earnings information of employees.

What Have We Done and What Are We Doing?

Defenders is actively treating this matter as a serious violation and breach of procedures and has taken immediate steps to minimize the risk to each of us and to help prevent incidents of this kind in the future. Specifically:

1. On September 14, 2021, Defenders of Wildlife management was notified of the incident, resulting in an immediate triggering of the Data Incident Response Plan procedures maintained by Defenders of Wildlife Compliance Team. The procedures include steps for containment, documentation, communication, and mitigation of the data incident.
2. On September 14, 2021, to immediately contain the data incident, Defenders requested that the recipient of the data delete the file from her e-mail "Inbox" and "Deleted Items" folder. Defenders received confirmation this was done by the recipient and also received

confirmation from the Operations Manager of the recipient's employer that the e-mail had been deleted from their organization's system and is not recoverable.

What You Can Do?

Please be assured that we have taken every step necessary to address the incident. Because of the immediate reporting and response/containment actions taken, there does not appear to be significant risk for identity theft. Regardless, you may want to periodically obtain free credit reports from each nationwide credit reporting agency.

Under federal law, you are entitled to one free copy of your credit report every 12 months from each of the three nationwide credit reporting agencies. You may order one, two, or all three reports at the same time, or you may stagger your requests during a 12-month period to keep an eye on the accuracy and completeness of the information in your reports. You may obtain a free copy of your credit report by going to www.AnnualCreditReport.com or by calling (877) 322-8228.

You may contact the nationwide credit reporting agencies at:

Equifax (800) 525-6285 P.O. Box 740241 Atlanta, GA 30374-0241 www.equifax.com	Experian (888) 397-3742 P.O. Box 9532 Allen, TX 75013 www.experian.com	TransUnion (800) 680-7289 Fraud Victim Assistance Division P.O. Box 6790 Fullerton, CA 92834-6790 www.transunion.com
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You may contact the Federal Trade Commission (FTC) or law enforcement, such as your state attorney general, to report incidents of identity theft or to learn about steps you can take to protect yourself from identity theft. You can contact the FTC at:

Federal Trade Commission
600 Pennsylvania Avenue, NW
Washington, DC 20580
(877) IDTHEFT (438-4338)
<https://www.identitytheft.gov/>

If you find that your information has been misused, the FTC encourages you to file a complaint with the FTC and to take these additional steps: (1) close the accounts that you have confirmed or believe have been tampered with or opened fraudulently; and (2) file and keep a copy of a local police report as evidence of the identity theft crime.

In addition, for those of you interested, **Defenders of Wildlife will provide you with credit monitoring services from AllClear ID for 24 months from the date of the incident.** If you are interested in enrolling in this service, please contact Angelina Yatsenko, Defenders' Senior Manager for Compliance. Angelina can be reached at ayatsenko@defenders.org or 202-772-0235.

IF YOU ARE A CALIFORNIA RESIDENT: Even if you do not find any signs of fraud on your credit reports, the California Office of Privacy Protection recommends that you check your credit reports every three months for the next year. The law allows you to order a free credit report from

each agency every 12 months. You may order one, two, or all three reports at the same time, or you may stagger your requests during a 12-month period to monitor the accuracy and completeness of the information in your reports. Just call one of the numbers above to order your report and keep the “fraud alert” in place. For more information on identity theft, you may visit the California Office of Privacy Protection website, www.oag.ca.gov/privacy.

IF YOU ARE A MARYLAND RESIDENT: You may obtain information about avoiding identity theft from the FTC or the Maryland Attorney General’s Office. These offices can be reached at:

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580
(877) IDTHEFT (438-4338)
<http://www.ftc.gov/idtheft/>

Office of the Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
(888) 743-0023
www.oag.state.md.us

IF YOU ARE A NEW MEXICO RESIDENT: You have rights under the federal Fair Credit Reporting Act (FCRA). These include, among others, the right to know what is in your file; to dispute incomplete or inaccurate information; and to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information. For more information about the FCRA, please visit <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf> or www.ftc.gov.

In Addition, New Mexico Consumers Have the Right To Obtain a Security Freeze or Submit a Declaration of Removal.

You may obtain a security freeze on your credit report to protect your privacy and ensure that credit is not granted in your name without your knowledge. You may submit a declaration of removal to remove information placed in your credit report as a result of being a victim of identity theft. You have a right to place a security freeze on your credit report or submit a declaration of removal pursuant to the Fair Credit Reporting and Identity Security Act.

The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization or approval.

The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. When you place a security freeze on your credit report, you will be provided with a personal identification number, password, or similar device to use if you choose to remove the freeze on your credit report or to temporarily authorize the release of your credit report to a specific party or parties or for a specific period of time after the freeze is in place. To remove the freeze or to provide authorization for the temporary release of your credit report, you must contact the consumer reporting agency and provide all of the following:

1. the unique personal identification number, password, or similar device provided by the consumer reporting agency;
2. proper identification to verify your identity;
3. information regarding the third party or parties who are to receive the credit report or the period of time for which the credit report may be released to users of the credit report; and
4. payment of a fee, if applicable.

A consumer reporting agency that receives a request from a consumer to temporarily lift a freeze on a credit report shall comply with the request no later than three business days after receiving the request. As of September 1, 2008, a consumer reporting agency shall comply with the request within 15 minutes of receiving the request by a secure electronic method or by telephone. A security freeze does not apply in all circumstances, such as where you have an existing account relationship and a copy of your credit report is requested by your existing creditor or its agents for certain types of account review, collection, fraud control, or similar activities; for use in setting or adjusting an insurance rate or claim or insurance underwriting; for certain governmental purposes; and for purposes of prescreening as defined in the federal Fair Credit Reporting Act.

If you are actively seeking a new credit, loan, utility, telephone, or insurance account, you should understand that the procedures involved in lifting a security freeze may slow your own applications for credit. You should plan ahead and lift a freeze, either completely if you are shopping around or specifically for a certain creditor, with enough advance notice before you apply for new credit for the lifting to take effect. You should contact a consumer reporting agency and request it to lift the freeze at least three business days before applying. As of September 1, 2008, if you contact a consumer reporting agency by a secure electronic method or by telephone, the consumer reporting agency should lift the freeze within 15 minutes. You have a right to bring a civil action against a consumer reporting agency that violates your rights under the Fair Credit Reporting and Identity Security Act. To place a security freeze on your credit report, you must send a request to each of the three major consumer reporting agencies: Equifax, Experian, and TransUnion using the contact information provided in this letter.

IF YOU ARE A NORTH CAROLINA RESIDENT: You may obtain information about preventing identity theft from the FTC or the North Carolina Attorney General's Office. These offices can be reached at:

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580
(877) IDTHEFT (438-4338)
www.consumer.gov/idtheft

North Carolina Department of Justice
Attorney General Roy Cooper
9001 Mail Service Center
Raleigh, NC 27699-9001
(877) 566-7226
<http://www.ncdoj.com>

IF YOU ARE AN OREGON RESIDENT: You may obtain information about preventing identity theft from the Oregon Attorney General's Office. This office can be reached at:

Oregon Department of Justice
1162 Court Street NE
Salem, OR 97301-4096
1-877-877-9392
<http://www.doj.state.or.us>

Again, we sincerely apologize this data breach occurred and that you are impacted. Please do not hesitate to contact Beth Nichols or me directly if you have any questions or concerns. I can be reached at 202.772.0225 or by email at jclark@defenders.org; and Beth can be reached at 202.772.0206 or by email at bnichols@defenders.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamie Rappaport Clark', with a stylized flourish at the end.

Jamie Rappaport Clark
President and CEO