



620 NW Elwood, Winston, OR 97496

Information (541)679-3000

FAX (541)679-4819

September 19, 2016

[Name]

[Address]

[City, State, Zip Code]

*Re: Notice of Potential Breach of Security of Data*

Dear [Employee]:

You are receiving this letter because of recent incidents which appear to potentially breach the security of a database holding personally identifiable information used in accounting procedures by Winston Dillard School District No. 116 for employees and former employees. This access, which appears to have occurred on three occasions, may have exposed your personally identifiable information to potential identity theft by unauthorized viewing or download of data containing your name, address, social security number, financial account number, insurance number and company, and date of birth. No personally identifiable health information is maintained on the database or in the program.

The database, which is in the Winston Dillard School District Payroll system, was accessed on May of 2016, and additionally on September 12 and 13, 2016 before the Information Technology (IT) contractor identified the unauthorized access. Neither the IT contractor nor the District are able to verify that personally identifiable information was either accessed or down loaded, however, the IT contractor does indicate that the database may have been subject to an unauthorized access. The District and its IT contractor have taken steps to fully secure the database and program, and have transferred the data to a more secure server to prevent any further unauthorized access.

The Federal Trade Commission (FTC) recommends that you immediately contact one of the three major credit reporting agencies and place a fraud alert on your credit file. Fraud alert lets creditors know to contact you before they open any new accounts or change your existing accounts. Contact any one of the three major credit reporting agencies using the information listed below; the company you contact is required to notify the other two, which will place an alert on their versions of your credit report as well.

Equifax: 800-525-6285; [www.equifax.com](http://www.equifax.com); P.O. Box 740231, Atlanta GA 30374-0241;  
Experian: 888-397-3742; [www.experian.com](http://www.experian.com); P.O. Box 9532, Allen TX 75013;  
Transunion: 800-680-7289; [www.transunion.com](http://www.transunion.com); Fraud Victims Assistance Division,  
P.O. Box 6790, Fullerton CA 92834-6790

Once you place a fraud alert on your file, you are entitled to order free copies of your credit reports, and, if you ask, only the last four digits of your social security number will appear on your credit reports. Carefully review any credit reports you receive. Look for accounts you did not open. Look for inquiries from creditors you did not initiate. And look for personal information, such as home address and social security number that is not accurate. If you see anything that you do not understand, call the credit agency at the telephone number on the report.

If you find suspicious activity on your credit reports, call your local police or sheriff's office and file a police report for identity theft and get a copy of the police report. You may need to give copies of the police report to creditors to clear up your records. You may also wish to file a complaint with the FTC at: [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-ID-THEFT (438-4338). Your complaint will be added to the FTC's identity theft data clearing house, where it will be accessible to law enforcers for their investigation.

Even if you do not find any signs of fraud on your reports, some consumer protection specialist recommend checking your credit report every three months for the next year. Just call one of the numbers listed above to order your reports and keep the fraud alert in place. For more information on identity theft, you may review the resources available on the Oregon Attorney General's website at [help@oregonconsumer.gov](mailto:help@oregonconsumer.gov) or call the Oregon Attorney General's Consumer Hotline at 1-877-877-9392.

Following the District's investigation of these incidences, letters will be given to local law enforcement and the Oregon Attorney General's Office as required by Oregon law and regulation.

Winston Dillard School District regrets this incident and any inconvenience it may cause. If you have further questions related to this incident, please contact: Michele Dunham at 541-679-3000 extension 3408.

Very truly yours,



Kevin Miller  
Superintendent  
Winston Dillard School District