PIERSON FERDINAND

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CONFIDENTIAL

March 20, 2024

Via Online Submission and Email: SecurityBreach@atg.wa.gov

Attorney General Bob Ferguson
Washington State Office of the Attorney General
1125 Washington Street SE
PO Box 40100
Olympia, WA 98504

Re: Notice of a Data Security Incident

Dear Attorney General Ferguson:

Pierson Ferdinand LLP represents Monmouth College, located at 700 E Broadway, Monmouth, IL 61462, with respect to a data security incident described in more detail below. Monmouth College takes the security and privacy of the information in its control seriously and has taken steps to prevent a similar incident from occurring in the future.

1. Description of the Incident.

On or about December 14, 2022, Monmouth College experienced a ransomware incident, which may have affected the information of Washington residents (the "Incident"). Monmouth College has since worked diligently to determine what happened and what information may have been impacted as a result of this Incident.

Following an investigation conducted by third-party forensic specialists, it was determined the incident occurred between December 6, 2022 and December 14, 2022. Preliminary notification was provided on January 4, 2023 to current employees, students and families, as well as former employees who Monmouth College maintained contact information.

Upon identification of the potentially impacted data set, data mining was conducted over several months to identify the potentially impacted individuals and what elements of personally identifiable information may have been affected. Upon completion of the data mining, efforts were then initiated to locate sufficient address information for the potentially impacted population. The investigation and data mining exercise determined that the following elements of personal

information of Washington residents were potentially impacted as a result of the Incident: names, addresses, dates of birth, driver's license/Government ID numbers, Student ID numbers, Social Security numbers, financial account information, and medical information.

As of this writing, Monmouth College has not received any reports of fraud or identity theft related to this matter.

2. Number of Washington residents affected.

Monmouth discovered that the Incident may have impacted information pertaining to six hundred and seventy-seven (677) Washington residents. Formal notification letters were mailed to those individuals on March 4, 2024, via First Class Mail. A sample copy of the notification letter is attached as **Exhibit A**.

3. Steps taken.

Upon discovery of the Incident, Monmouth College reported the Incident to law enforcement and worked with cybersecurity counsel and forensic experts to investigate how the Incident occurred and what information may have been impacted.

Monmouth College is committed to ensuring the security of all information in its control and has taken steps to strengthen its security posture, including, but not limited to, updating password requirements, implementing multi-factor authentication and new technical safeguards. Additionally, the notified Washington residents whose Social Security numbers were impacted were offered complimentary identity theft and credit monitoring services for twelve (12) months.

4. Contact information.

Monmouth College remains dedicated to protecting information within its control. If you have any questions or need additional information, please do not hesitate to contact me at Kelly.Garrison@pierferd.com or (267) 702-3991.

Very truly yours,

Kelly Garrison

Kelly Garrison
Pierson Ferdinand LLP

EXHIBIT A

Monmouth College
c/o Cyberscout
<Return Address>
<City>, <State> <Zip>

Via First-Class Mail

<<First name>> <<Middle name>> <<Last name>> <<Sufx>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<Zip>>

<<Date>>

Notice of Data Incident

Dear <<First name>> <<Middle name>> <<Last name>> <<Sufx>>:

Monmouth College experienced a data security incident which may have affected your personal information. Based on our current review, we have no indication that your personal information has been or will be used inappropriately, but we wanted to make you aware of the incident, the measures we have taken in response, and to provide details on the steps you can take to help protect your information. We take the protection and proper use of your information seriously and are working to prevent a similar incident from occurring again in the future.

What Happened

On or about December 14, 2022, Monmouth College experienced a ransomware incident. During a typical ransomware incident, cybercriminals try to encrypt or "lock" an organization's digital files in an attempt to get paid for a digital key to unlock the files. We promptly launched an investigation, engaged a national cybersecurity firm to assist in assessing the scope of the incident and took steps to mitigate the potential impact to our community. Unfortunately, these types of incidents are becoming increasingly common and organizations with some of the most sophisticated IT infrastructure available continue to be affected. A third-party forensic investigation determined the incident occurred December 6, 2022 and December 14, 2022.

What Information Was Involved

Following a diligent review of the impacted data set, we determined the elements of your personal information that may have been impacted may have included, and potentially were not limited to, your: <<data elements>>. Please note that we have no evidence at this time that any of your personal information has been or will be misused as a result of the incident.

What We Are Doing

Upon discovering the incident, we promptly launched an investigation, engaged a national cybersecurity firm to assist in assessing the scope of the incident and notified law enforcement. As part of our ongoing commitment to the security of information, we are evaluating opportunities to further secure our systems to prevent a similar event from occurring again in the future.

Additionally, out of an abundance of caution, we have arranged for you to activate, at no cost to you, TransUnion credit monitoring, as well as receive a TransUnion credit report and credit score services at no charge. These services provide you with alerts for <<service length>> months from the date of enrollment when changes occur to your credit file. With this service, notification will be sent to you the same day that a change or update takes place with the bureau. Finally, we are providing you with proactive fraud assistance to help with any questions that you might have or in event that you become a victim of fraud. These services will be provided by Cyberscout through Identity Force, a TransUnion company specializing in fraud assistance and remediation services.

What You Can Do

To enroll in the complimentary services we are offering you, please visit **<<URL>>** and follow the instructions provided. When prompted please provide the following unique code to receive services: **<<Enrollment Code>>**. In order for you to receive the monitoring services described above, you must enroll within ninety (90) days from the date of this letter.

Please note that to activate monitoring services, you will need an internet connection and e-mail account. Additionally, you may be required to provide your name, date of birth, and Social Security number to confirm your identity. Due to privacy laws, we cannot register you directly. Please note that the certain services might not be available for individuals who do not have a credit file with the credit bureaus or an address in the United States (or its territories) and a valid Social Security number. Activating this service will not affect your credit score.

At this time, we are not aware of anyone experiencing fraud as a result of this incident. As data incidents are increasingly common, we encourage you to always remain vigilant, monitor your accounts, and immediately report any suspicious activity or suspected misuse of your personal information. Additionally, we recommend that you review the following pages, which contain important additional information about steps you can take to safeguard your personal information, such as the implementation of fraud alerts and security freezes.

For More Information

Please know that the protection of your personal information is a top priority, and we understand the inconvenience and concern this incident may cause. Representatives can be reached at <<call center number>> between the hours of 8:00 a.m. to 8:00 p.m. Eastern time, Monday through Friday, excluding holidays, and are available for ninety (90) days from the date of this letter to assist you with questions regarding this incident.

Sincerely,

Monmouth College
700 E Broadway, Monmouth, IL 61462

Additional Important Information

For residents of all states:

Fraud Alerts: You can place fraud alerts with the three credit bureaus by phone and online with Equifax (https://assets.equifax.com/assets/personal/Fraud_Alert_Request_Form.pdf); TransUnion (https://www.transunion.com/fraud-alerts); or Experian (https://www.experian.com/fraud/center.html). A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. As of September 21, 2018, initial fraud alerts last for one year. Victims of identity theft can also get an extended fraud alert for seven years. The phone numbers for all three credit bureaus are at the bottom of this page.

Monitoring: You should always remain vigilant and monitor your accounts for suspicious or unusual activity.

Security Freeze: You also have the right to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans, and services from being approved in your name without your consent. To place a security freeze on your credit report, you need to make a request to each consumer reporting agency. You may make that request by certified mail, overnight mail, regular stamped mail, or by following the instructions found at the websites listed below. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse or a minor under the age of 16, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. As of September 21, 2018, it is free to place, lift, or remove a security freeze. You may also place a security freeze for children under the age of 16. You may obtain a free security freeze by contacting any one or more of the following national consumer reporting agencies:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
equifax.com/personal/credit-report-services/
1-800-349-9960

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
experian.com/freeze/center.html
1-888-397-3742

TransUnion Security Freeze
P.O. Box 160
Woodlyn, PA 19094
transunion.com/credit-freeze
1-888-909-8872

More information can also be obtained by contacting the Federal Trade Commission listed above.

Implementing an Identity Protection PIN (IP PIN) with the IRS:

To help protect against a fraudulent tax return being filed under your name, we recommend Implementing an Identity Protection PIN (IP PIN) with the IRS. An IP PIN is a six-digit number that prevents someone else from filing a tax return using your Social Security number or Individual Taxpayer Identification Number. The IP PIN is known only to you and the IRS. It helps the IRS verify your identity when you file your electronic or paper tax return. Even though you may not have a filing requirement, an IP PIN still protects your account.

If you don't already have an IP PIN, you may get an IP PIN as a proactive step to protect yourself from tax-related identity theft. If you want to request an IP PIN, please note: you must pass an identity verification process; and Spouses and dependents are eligible for an IP PIN if they can pass the identity verification process. The fastest way to receive an IP PIN is by using the online Get an IP PIN tool found at: https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin. If you wish to get an IP PIN and you don't already have an account on IRS.gov, you must register to validate your identity.

Some items to consider when obtaining an IP PIN with the IRS:

- An IP PIN is valid for one calendar year.
- A new IP PIN is generated each year for your account.
- Logging back into the Get an IP PIN tool, will display your current IP PIN.

- An IP PIN must be used when filing any federal tax returns during the year including prior year returns.

For residents of *Hawaii, Michigan, Missouri, North Carolina, Vermont, Virginia, and Wyoming*: It is recommended by state law that you remain vigilant for incidents of fraud and identity theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity.

For residents of *Illinois*, *Iowa*, *Maryland*, *Missouri*, *North Carolina*, *Oregon*, and *West Virginia*:
It is required by state laws to inform you that you may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. You may obtain a free copy of your credit report from each of the three nationwide credit reporting agencies. To order your free credit report, please visit www.annualcreditreport.com, or call toll-free at 1-877-322-8228. You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available at https://www.consumer.ftc.gov/articles/0155-free-credit-reports) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281.

For residents of *Vermont*: If you do not have internet access but would like to learn more about how to place a security freeze on your credit report, contact the Vermont Attorney General's Office at 802-656-3183 (800-649-2424 toll free in Vermont only).

For residents of *New Mexico*: Individuals interacting with credit reporting agencies have rights under the Fair Credit Reporting Act. We encourage you to review your rights under the Fair Credit Reporting Act by visiting https://files.consumerfinance.gov/f/documents/bcfp_consumer-rights-summary_2018-09.pdf, or by requesting information in writing from the Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

For Residents of *Washington, D.C.*: You can obtain information about steps to take to avoid identity theft from the Office of the Attorney General for the District of Columbia at: 441 4th Street, NW, Washington, DC 20001; 202-727-3400; www.oag.dc.gov.

For residents of *Iowa*: State law advises you to report any suspected identity theft to law enforcement or to the Attorney General.

For residents of *Oregon*: State laws advise you to report any suspected identity theft to law enforcement, including the Attorney General, and the Federal Trade Commission.

For residents of Maryland, Rhode Island, Illinois, New York, and North Carolina: You can obtain information from the Maryland and North Carolina Offices of the Attorney General and the Federal Trade Commission about fraud alerts, security freezes, and steps you can take toward preventing identity theft.

Maryland Office of the Attorney General Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202 1-888-743-0023 www.oag.state.md.us

Rhode Island Office of the Attorney General Consumer Protection, 150 South Main Street, Providence, RI 02903 1-401-274-4400 www.riag.ri.gov

North Carolina Office of the Attorney General Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001 1-877-566-7226 www.ncdoj.com

Federal Trade Commission Consumer Response Center, 600 Pennsylvania Ave, NW Washington, DC 20580 1-877-IDTHEFT (438-4338) www.ftc.gov/idtheft

New York Office of Attorney General Consumer Frauds & Protection, The Capitol, Albany, NY 12224 1-800-771-7755 https://ag.ny.gov/consumer-frauds/identity-theft

For residents of *Massachusetts and Rhode Island*: It is required by state law that you are informed of your right to obtain a police report if you are a victim of identity theft.

Monmouth College
c/o Cyberscout
<Return Address>
<City>, <State> <Zip>

Via First-Class Mail

<<First name>> <<Middle name>> <<Last name>> <<Sufx>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<Zip>>

<<Date>>

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Atlanta, GA 30348
equifax.com/personal/credit-report-services/
1-800-349-9960

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
experian.com/freeze/center.html
1-888-397-3742

TransUnion Security Freeze
P.O. Box 160
Woodlyn, PA 19094
transunion.com/credit-freeze
1-888-909-8872

More information can also be obtained by contacting the Federal Trade Commission listed above.

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To help protect against a fraudulent tax return being filed under your name, we recommend Implementing an Identity Protection PIN (IP PIN) with the IRS. An IP PIN is a six-digit number that prevents someone else from filing a tax return using your Social Security number or Individual Taxpayer Identification Number. The IP PIN is known only to you and the IRS. It helps the IRS verify your identity when you file your electronic or paper tax return. Even though you may not have a filing requirement, an IP PIN still protects your account.

If you don't already have an IP PIN, you may get an IP PIN as a proactive step to protect yourself from tax-related identity theft. If you want to request an IP PIN, please note: you must pass an identity verification process; and Spouses and dependents are eligible for an IP PIN if they can pass the identity verification process. The fastest way to receive an IP PIN is by using the online Get an IP PIN tool found at: https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin. If you wish to get an IP PIN and you don't already have an account on IRS.gov, you must register to validate your identity.

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For residents of *Illinois*, *Iowa*, *Maryland*, *Missouri*, *North Carolina*, *Oregon*, and *West Virginia*:
It is required by state laws to inform you that you may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. You may obtain a free copy of your credit report from each of the three nationwide credit reporting agencies. To order your free credit report, please visit www.annualcreditreport.com, or call toll-free at 1-877-322-8228. You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available at https://www.consumer.ftc.gov/articles/0155-free-credit-reports) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281.

For residents of *Vermont*: If you do not have internet access but would like to learn more about how to place a security freeze on your credit report, contact the Vermont Attorney General's Office at 802-656-3183 (800-649-2424 toll free in Vermont only).

For residents of *New Mexico*: Individuals interacting with credit reporting agencies have rights under the Fair Credit Reporting Act. We encourage you to review your rights under the Fair Credit Reporting Act by visiting https://files.consumerfinance.gov/f/documents/bcfp_consumer-rights-summary_2018-09.pdf, or by requesting information in writing from the Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

For Residents of *Washington, D.C.*: You can obtain information about steps to take to avoid identity theft from the Office of the Attorney General for the District of Columbia at: 441 4th Street, NW, Washington, DC 20001; 202-727-3400; www.oag.dc.gov.

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Rhode Island Office of the Attorney General Consumer Protection, 150 South Main Street, Providence, RI 02903 1-401-274-4400 www.riag.ri.gov

North Carolina Office of the Attorney General Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001 1-877-566-7226 www.ncdoj.com

Federal Trade Commission Consumer Response Center, 600 Pennsylvania Ave, NW Washington, DC 20580 1-877-IDTHEFT (438-4338) www.ftc.gov/idtheft

New York Office of Attorney General Consumer Frauds & Protection, The Capitol, Albany, NY 12224 1-800-771-7755 https://ag.ny.gov/consumer-frauds/identity-theft

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