

May 4, 2017

Name  
Address

Re: Notification of Data Disclosure

Dear [Recipient Name]:

We are contacting you because a recent data disclosure may expose you to identify theft. Specifically, your name, address, date of birth, hire date and social security number were unintentionally disclosed to another Metro Parks' new hire via an e-mail message. We are taking steps to minimize potential harm to you and notifying you so you can take action along with our efforts.

First, we want to describe the circumstances of the disclosure. Metro Parks is required to provide to the Washington Department of Social and Health Services (DSHS) the name, address, date of birth, hire date and social security number of all new hires. Metro Parks provides this information on a DSHS form, which is a Microsoft Word template that once completed is printed and mailed to DSHS. A sample of that form is enclosed.

On May 3, 2017, we completed the form which included your information as well as information of 22 other new hires. The form allows for 5 individuals information per page and was a total of 5 pages. That evening, we were advised by one of the new hires listed on the form that he received an image (not an attachment) of one of the 5 pages, specifically, the page that included his personal information. That one page also included the information of up to 4 other new hires listed on that one page.

We immediately reviewed the e-mail logs and discovered that five individuals had been sent an untitled e-mail from Metro Parks to their personal e-mail address that included an image of the one page that included their information, but not the other 4 pages). Each of the e-mail recipients was the last name on the page. As a result, that new hire received your information as well.

We attempted to recall the messages, but since the e-mails were sent to other domain addresses, we do not believe it was effective. We immediately contacted the e-mail

recipients and instructed them to delete the e-mail. We are presently investigating the cause of this disclosure.

Second, although the extent to which your information was disclosed appears to be very small, we take this incident seriously and are committed to assuring the security of your data. Although we have no reason to believe the recipient would use your information unlawfully, to help protect your identity, we are offering complimentary credit monitoring for one year. Please contact me at 253-305-1089 or [angelas@tacomaparks.com](mailto:angelas@tacomaparks.com) for information and instructions on how to enroll.

Third, we strongly encourage you to also take steps to protect yourself from the possibility of identity theft. For example, you can place a fraud alert or security freeze on your credit file to let creditors know to contact you before opening new accounts by calling any one of the three credit reporting agencies at the number below or at the websites provided below.

<b>Equifax</b>	<b>Experian</b>	<b>TransUnion</b>
<a href="http://www.freeze.equifax.com">www.freeze.equifax.com</a>	<a href="http://www.experian.com/freeze.com">www.experian.com/freeze.com</a>	<a href="http://www.transunion.com">www.transunion.com</a> (search for security freeze)
P.O. Box 740241 Atlanta, GA 30374-0241	P.O. Box 2104 Allen, TX 75013-0949	P.O. Box 1000 Chester, PA 19022
1-800-685-1111	1-888-EXPERIAN (397-3742)	1-800-916-8800

You can also obtain a free credit report from each credit reporting agency by calling 1-877-322-8228 or by logging onto [www.annualcreditreport.com](http://www.annualcreditreport.com). When you receive your credit reports, look them over carefully. Look for accounts you did not open. Look for inquiries from creditors that 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 you do not understand, call the credit agency at the telephone number on the report.

If you do find suspicious activity on your credit report, call your local police or sheriff's office and file a police report of identity theft. Get a copy of the police report. You may need to give copies of the police report to creditors to clear up your records.

Even if you do not find any signs of fraud on your reports, we recommend that you check your credit report every three months for the next year. Checking your credit reports periodically can help you spot problems and address them quickly. Just call one of the numbers above to order your reports and keep the fraud alert in place.

Fourth, for more information on identity theft we suggest that you contact the Washington Attorney General's Office at (360) 753-6200 or you can visit their web site at <http://www.atg.wa.gov/consumer/idprivacy/IDTheftWhatToDo.shtml>.

I sincerely apologize for this incident and regret any inconvenience it may cause you. If you have questions or concerns regarding this matter and/or the protections available to you, please do not hesitate to contact me at 253-305-1089 or [angelas@tacomparks.com](mailto:angelas@tacomparks.com).

Sincerely,

METRO PARKS TACOMA

Angela Stuefen  
Human Resources Administrator

**EMPLOYER REPORTING PROGRAM - REPORT FORM**

**EMPLOYER IDENTIFICATION:**

Employer Name: **THE METROPOLITAN PARK DISTRICT OF TACOMA**

Employer Address: **4702 South 19<sup>th</sup> Street, Tacoma, WA 98405**

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Employer Security Reference:

**NEW OR REHIRED EMPLOYEES:**

Employee Name:

Employee Address:

Social Security Number:

Birth Date:                  Hire Date:

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Employee Name:

Employee Address:

Social Security Number:

Birth Date:                  Hire Date:

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Employee Name:

Employee Address:

Social Security Number:

Birth Date:                  Hire Date:

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Employee Name:

Employee Address:

Social Security Number:

Birth Date:                  Hire Date:

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