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FAX

Attorneys at Law

Pages including cover: 4
Date: 8/1/2016
To: **Maryland Attorney General Identity Theft Unit**
410-576-6566

Sender: **Matthew N. Foree**
Sender's Direct Dial: **770-818-4245**
Client Matter Number: **5423.49660**
Subject: **Security Breach Reporting – HoganTaylor, LLP**

Message:

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Matthew N. Foree

From:	Matthew N. Foree
Sent:	Friday, July 29, 2016 10:21 AM
To:	'Idtheft@oag.state.md.us
Cc:	David Cole; Steve Perkins (SPerkins@hogantaylor.com)
Subject:	Security Breach Reporting - HoganTaylor, LLP
Attachments:	HoganTaylor Notification Letter pdf.PDF

To Whom It May Concern:

I represent HoganTaylor, LLP ("HoganTaylor"), a Certified Public Accounting firm based in Oklahoma and Arkansas. This notice is being provided to your office pursuant to The Personal Information Protection Act (PIPA), Md. Code Ann. Comm. Law 14-3504, which requires that your office be notified by mail, fax, or email in the event of a breach in the security of personal information affecting residents of the state of Maryland.

HoganTaylor has recently learned that, on June 28, 2016, during the audit of a company's benefit plan, a member of our firm mistakenly forwarded an email containing names and Social Security numbers to a wrong party instead of to the benefit plan administrator, as was necessary for our audit. While HoganTaylor does not believe that information was disclosed any further or used for any improper purpose, out of an abundance of caution, it is notifying every person affected by this incident.

This incident affected 5 individuals, but only one resident of Maryland. Written notice is being mailed to all of the affected individuals. Attached, please find a copy of the notice.

As an added precaution, HoganTaylor is offering all affected individuals 12 months of free monitoring and identity protection service through AllClear ID™. HoganTaylor also has implemented a new software program for sending emails with information like Social Security numbers and other personally identifiable information through a secure file sharing platform. Additionally, HoganTaylor has enabled options on their email server to block transmission of numbers in SSN format (e.g. XXX-XX-XXXX). This will help ensure that the information is transmitted securely and is only accessible by the intended recipients.

I believe this provides you with all information necessary for your purposes and to comply with Maryland law. However, if anything further is needed, please contact me.

Very truly yours,

Matthew N. Foree
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Please read this important notice and confidentiality statement

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[Date]

VIA U.S. FIRST CLASS MAIL

[First Name] [Last Name]
[Address]
[City], [State] [Zip code]

Dear [First Name]:

On behalf of HoganTaylor, LLP, I am sending you this letter to notify you about a recent data security incident that affects your personal information. Please read this letter carefully.

HoganTaylor is a public accounting firm that provides services to your employer or former employer, Feed the Children ("the company"). One of the services we provide is an audit of the company's benefit plan. During this year's audit of the plan, on June 28, 2016, a member of our firm mistakenly forwarded an email containing your name and Social Security number to a wrong party instead of to the benefit plan administrator, as was necessary for our audit.

The person who received the email was an employee of a different benefit plan administrator, and immediately called our team member the next day when she realized she was not the intended recipient. She also confirmed that she deleted the email and did not disclose the information to anyone else. Based on this, we do not believe that your information was disclosed any further or used for any improper purpose. Nevertheless, out of an abundance of caution, we are sending this letter to the small number of individuals whose names and Social Security numbers were on the email in order to provide transparency about this issue and to address any questions or concerns you may have.

As a courtesy and precaution for you, we have arranged to have AllClear ID™ protect your identity for 12 months at no cost to you. The following identity protection services start on the date of this notice and you can use them at any time during the next 12 months:

- AllClear Identity Repair: This service is automatically available to you with no enrollment required. If a problem arises, simply call (877) 676-0379 and a dedicated investigator will help recover financial losses, restore your credit, and make sure your identity is returned to its proper condition.

- AllClear Credit Monitoring: This service offers additional layers of protection including credit monitoring and a $1 million identity theft insurance policy. To use this service, you will need to provide your personal information to AllClear ID™. You may sign up online at enroll.allclearid.com using the following redemption code: [Redemption Code].

  Please note: Additional steps may be required by you in order to activate your phone alerts and monitoring options.

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In addition, regardless of whether you enroll in or take advantage of these services, there are steps you may take to help protect your identity. 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. You may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account, by contacting any one or more of the national consumer reporting agencies listed below. They can also provide you with information about fraud alerts and security freezes. You also may obtain a free copy of your credit report once a year online at www.annualcreditreport.com or by calling (877) 322-8228.

Equifax	Experian	TransUnion
P.O. Box 740241	P.O. Box 9532	P.O. Box 1000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19022
(800) 685-1111	(888) 397-3742	(800) 888-4213
www.equifax.com	www.experian.com	www.transunion.com

For residents of Maryland and Michigan, state law also require us to tell you that you can obtain information from the Federal Trade Commission and your state's Attorney General about steps you can take to avoid identity theft, including how to place a fraud alert or security freeze.

MD Attorney General's Office	MI Attorney General's Office	Federal Trade Commission
200 St. Paul Place	P.O. Box 30213	600 Pennsylvania Ave.
Baltimore, MD 21202	Lansing, MI 48909	Washington, DC 20580
(888) 746-0023	(877) 765-8388	1-(877)-IDTHEFT
www.oad.state.md.us	www.michigan.gov/ag	www.consumer.ftc.gov

HoganTaylor takes the protection of its clients' personal information seriously and is taking steps to help prevent this from happening again. In that regard, we have implemented a new software program for sending emails with information like Social Security numbers and other personally identifiable information through a secure file sharing platform. Additionally, HoganTaylor has enabled options on their email server to block transmission of numbers in SSN format (e.g. XXX-XX-XXXX). This will help ensure that the information is transmitted securely and is only accessible by the intended recipients.

We are very sorry for any concern or inconvenience this incident may cause you, and we encourage you to take advantage of the AllClear ID™ services offered herein. If you have any other questions or concerns, you may contact me directly at [phone].

Sincerely,

Steve Perkins
Chief Information Officer

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