



[REDACTED]

March 10, 2006

[REDACTED]

You recently applied to join Alpha Chi. I am writing to inform you that I have accidentally sent a list with your personal information on it to an Honors student email list. I do not think that this should be cause for alarm, but I wanted to let you know as soon as possible that the accident occurred and I am concerned that you be informed.

The email was recalled immediately, but anyone who opened it right away will have had access to the list. Any Honors student receiving the list has been told to delete it.

I have decided to ask the National Office to not require that we collect social security numbers, and for my part I will remove them from my list and not include them on our local files in the future.

Please accept my deepest apologies.

Sincerely,

James P. Clarke  
Advisor, Alpha Chi National Honors Society  
Tel. 718-488-1657

**Reporting Form  
 For Business, Individual or NY State Entity reporting a  
 "Breach of the Security of the System"  
 Pursuant to the Information Security Breach  
 and Notification Act (General Business Law §889-aa;  
 State Technology Law §208)**

Name of Business, Individual or State Entity Long Island University – Brooklyn Campus  
 Date of Discovery of Breach: Friday, 3/10/2006; 2:37 P.M.  
 Estimated Number of Affected Individuals: 51  
 Date of Notification to Affected Individuals: Monday, 3/13/2006  
 Manner of Notification:     written notice  
    electronic notice (email)  
    telephone notice

Are you requesting substitute notice?  Yes    No (If yes, attach justification)

Content of Notification to Affected Individuals: Describe what happened in general terms and what kind of information was involved. Please attach copy of Notice.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Business or Individual Contact Person: James Clarke  
 Title: Co-Director University Honors Program  
 Telephone number: 718-488-1657  
 Email: james.clarke@liu.edu

Dated: 3/27/2006  
 Submitted by: Elaine Crosson  
 Title: Deputy University Counsel  
 Address: 700 Northern Boulevard, Brookville, New York 11548  
 Email: Elaine.crosson@liu.edu  
 Telephone: 516-299-4246      Fax: 516-299-2072



## Long Island University

700 Northern Boulevard • Brookville, New York 11548-1327

Ph: (516) 299-3665

Fax: (516) 299-2072

## FAX

TO: CPB	FROM: Elaine Crosson
FAX: 518-474-2474	PAGES: 3 including cover
PHONE: 516-299-4246	DATE: 3/27/06

IF TRANSMISSION IS INCOMPLETE,  
PLEASE CALL 299-3665.