

Cornell University  
Cornell Information Technologies

Computing and Communications Center  
Ithaca, New York 14853-6601

December 7, 2006

New York State Attorney General Internet Bureau  
120 Broadway  
New York, N.Y. 10271

Re: Notification Pursuant to Information Security Breach and Notification Act

Dear Attorney General,

Please be advised that on December 1, 2006 Cornell University mailed notices, a copy of which is attached, to approximately 210 persons. If you need further information regarding this matter, please contact Norma W. Schwab, Associate University Counsel, at (607) 255-5124.

Sincerely,

  
Steven Schuster

cc: New York State Attorney General  
The Capitol  
Albany, N.Y. 12224-0341

New York State Consumer Protection Board  
5 Empire State Plaza, Suite 2101  
Albany, N.Y. 12223

New York State Office of Cyber Security and Critical  
Infrastructure Coordination  
30 Pearl Street  
Albany, N.Y. 12207-3425

Norma W. Schwab  
Office of University Counsel  
Cornell University  
300 CCC Bldg., Garden Ave.  
Ithaca, N.Y. 14853



Cornell University

*sample & file*

December 1, 2006

[Redacted]

Dear [Redacted]

In early November 2006, Cornell University campus officials were notified that a laptop was stolen from one of our employees. This computer contained the names and Social Security numbers of several individuals. We are notifying you of this theft because you are one of the individuals whose personal information was present on the computer. Although we have received no information or evidence that your personal information is being exploited, we are bringing this incident to your attention so that you can be alerted to signs of any possible misuse of your personal information. We regret that your information may have been subject to unauthorized disclosure and are taking remedial measures to ensure that such situations are not repeated.

Although there is no evidence that an unauthorized person has obtained your personal information and is using it, there are some steps you can take, exercising abundant caution, to protect yourself.

First, you may place a fraud alert on your credit file to let creditors know to contact you before opening a new account in your name. Simply call any one of the three credit reporting agencies at the phone numbers listed below. You should (1) request that a fraud alert be placed on your account and (2) order a free credit report from the agency.

- Equifax 1-800-525-6285
- Experian 1-888-397-3742
- Trans Union 1-800-680-7289

Second, when you receive your credit reports, look them over carefully for accounts you did not open or for inquiries from creditors that you did not initiate. Review your personal information, such as home address and Social Security number for accuracy. If you see anything you do not understand, call the credit agency at the telephone number on the report. Please note that the University will not contact you again to confirm any of your personal information, so if an unknown person should contact you, do not give out any additional information.

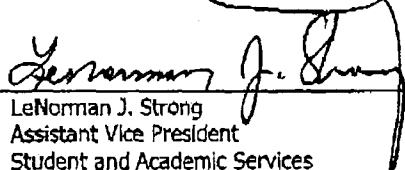
Third, if you find any suspicious activity on your credit reports, call your local police or sheriff's office.

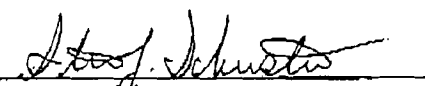
Additional general information about identity theft can be obtained from the web sites below.

- [www.newyork.bbb.org/Default.aspx?pid=148](http://www.newyork.bbb.org/Default.aspx?pid=148)
- [www.oag.state.ny.us/consumer/tips/identity\\_theft.html](http://www.oag.state.ny.us/consumer/tips/identity_theft.html)

Cornell University is committed to maintaining the privacy of an individual's information and takes many precautions for the security of personal information. In response to incidents of theft like this one, and the increasing number of Internet-enabled computer attacks, the University is continually modifying its systems and practices to enhance the security of sensitive information. We sincerely regret any inconvenience this incident presents to you.

Should you have further questions about this matter, please contact Don Sevey, Director of Information Systems, Campus Life, at [dds29@cornell.edu](mailto:dds29@cornell.edu) or (607) 255-0857.

  
 LeNorman J. Strong  
 Assistant Vice President  
 Student and Academic Services

  
 Steven J. Schuster  
 Director  
 OIT, IT Security Office