

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK
OFFICE OF THE GENERAL COUNSEL

Facsimile Cover Sheet

From: Cesar A. Perez
Phone: (212) 854-5669
Fax: (212) 854-6203

Date: July 25, 2006
Time: 4:00:10 PM

Pages including this cover page: 7

If there are any problems with this transmission call:

Operator: Simone Cousins
Number: (212) 854-4522

Please Deliver To:

Assistant Attorney in Charge	Bureau of Consumer Frauds	(212) 416-6003
	Office of Cyber Security & Critical Infrastructure Coordination	(518) 474-9090
	Consumer Protection Board	(518) 474-2474

COMMENTS:

The information contained in this teletype message is intended only for the use of the recipient named below. If you are not the intended recipient, you may not disseminate, distribute, or copy this communication. If you have received this message in error, please immediately notify us by telephone and return the original message to us at the above address via the U.S. Postal Service. Thank you.

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

OFFICE OF THE GENERAL COUNSEL

Direct Line: (212) 854-5669

Facsimile: (212) 854-6203

July 25, 2006

By Facsimile (212) 416-6003 and Regular Mail

Assistant Attorney in Charge
Bureau of Consumer Frauds
120 Broadway - 3rd Floor
New York, NY 10271

Re: Computer Stolen from the Graduate School of Journalism


Dear Sir or Madam:

Pursuant to the New York Information Security Breach and Notification Act, attached are the following:

- (i) a completed Attorney General Reporting Form; and
- (ii) the text contained in the letters sent to the affected individuals.

If you should need more information or have any questions, please contact me at (212) 854-5669.

Sincerely,



Cesar A. Perez
Assistant General Counsel

Enclosures

cc: Office of Cyber Security & Critical Infrastructure Coordination (By Facsimile)
Consumer Protection Board (By Facsimile)

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Attachment A

On Friday, July 7, 2006, the Columbia University Graduate School of Journalism reported that a computer, including the monitor, keyboard and hard drive was missing. It was later determined that the computer had been stolen. The theft was reported to the New York City Police Department and the case remains under investigation. The hard drive contained personal information, including, names, social security numbers, tax identification numbers, home and/or business addresses, telephone/email contacts and passport/visa numbers. The text of the letters sent to the affected individuals is attached.

Text of Letter Relating to Passport Numbers

On Friday, July 7, 2006, Columbia University discovered that a computer used by Jane Folpe, Associate Director, Professional Education at the Columbia University Graduate School of Journalism, was missing. Columbia later determined that the computer must have been stolen.

Based on our review, the computer contained some of your personal information including, name, home and/or business address, telephone and email contact and passport/visa numbers. We deeply regret this situation and want to assure you that Columbia puts the highest priority on maintaining the security of its computers, its computer networks and the privacy of all information. Reports have been filed with both the Columbia Public Safety Department and the New York City Police Department and the case remains under investigation.

Under these circumstances, you may wish to contact your local passport office and other identity-protection agencies to try to protect yourself from the risk of identity theft for purposes of international travel or foreign entry and/or identity theft for activating credit card, or similar accounts, without your knowledge. If you determine that any accounts have been established using your identity, you should contact local law enforcement and the financial agency.

If you should have any questions or need any additional assistance, please contact Cesar A. Perez, Assistant General Counsel at Columbia, who is working with me on this matter, at 212-854-5669 or by email at cap@gc.columbia.edu. Our ability to assist you, however, may be limited because some information and documents (such as passports) may be available only from a foreign government.

Sincerely,

David Klatell
Vice Dean
Graduate School of Journalism

Text of Letter Relating to Social Security Numbers

On Friday, July 7, 2006, Columbia University discovered that a computer used by Jane Folpe, Associate Director, Professional Education at the Columbia University Graduate School of Journalism was missing. Columbia later determined that the computer must have been stolen.

Based on our review, the computer contained your name and social security number. We deeply regret this situation and want to assure you that Columbia puts the highest priority on maintaining the security of all computers, its computer networks and the privacy of all personal information. Reports have been filed with the Columbia Public Safety Department and the New York City Police Department and the case remains under investigation.

Under these circumstances, however, you may wish to exercise caution and place a fraud alert with the three (3) major credit bureaus (Equifax, Experian, and Trans Union) and/or periodically run a credit report to monitor closely any potential irregularities and ensure that accounts have not been activated without your knowledge.

Each agency has an automated fraud alert process. If you place a fraud alert, the agency you contact will notify the other two agencies so that those agencies also can place fraud alerts on your accounts. In addition, each agency will provide you a copy of your credit report at no cost. The contact information for the credit agencies is:

Equifax - (800) 525-6285 - www.equifax.com
Experian - (888) 397-3742 - www.experian.com
Trans Union - (800) 680-7289 - www.transunion.com

If you determine that an account(s) has been established using your identity, you should contact law enforcement (e.g., local police department) and the financial agency.

If you should have any questions, please contact Cesar A. Perez, Assistant General Counsel at Columbia, who is working with me on this issue, at 212-854-5669 or by email at cap@gc.columbia.edu.

Sincerely,

David Klatell
Vice Dean
Graduate School of Journalism

Text of Letter Relating to Tax Identification Number

On Friday, July 7, 2006, Columbia University discovered that a computer used by Jane Folpe, Associate Director, Professional Education at the Columbia University Graduate School of Journalism was missing. Columbia later determined that the computer must have been stolen.

Based on our review, the computer contained your name and tax identification number. We deeply regret this situation and want to assure you that Columbia puts the highest priority on maintaining the security of all computers, its computer networks and the privacy of all personal information. Reports have been filed with the Columbia Public Safety Department and the New York City Police Department and the case remains under investigation.

Under these circumstances, however, you may wish to exercise caution and place a fraud alert with the three (3) major credit bureaus (Equifax, Experian, and Trans Union) and/or periodically run a credit report to monitor closely any potential irregularities and ensure that accounts have not been activated without your knowledge.

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If you determine that an account(s) has been established using your identity, you should contact law enforcement (e.g., local police department) and the financial agency.

If you should have any questions, please contact Cesar A. Perez, Assistant General Counsel at Columbia, who is working with me on this issue, at 212-854-5669 or by email at cap@gc.columbia.edu.

Sincerely,

David Klatell
Vice Dean
Graduate School of Journalism