



Spencerport Central Schools

71 Lyell Avenue
Spencerport NY 14559
(585)349-5000
FAX No. (585)349-5011

page 1 of 1

To: *Consumer Protection Board* Fax: *518-474-2474*

From: *Fred Seiler* Date: *2/21/06*

Re: *Security Breach Notification* Pages: *5* (including cover)

CC:

- Urgent
- For Review
- Please Comment
- Please Reply
- Please Recycle

Our Mission

Spencerport Central Schools is committed to providing a safe, secure, and supportive learning environment for all students. We strive for excellence in teaching and learning, and we are committed to contributing respectfully and confidently to an ever-changing global community.

**SCHOOL DISTRICT REPORTING FORM FOR A
 'BREACH OF THE SECURITY OF THE SYSTEM'
 PURSUANT TO THE INFORMATION SECURITY BREACH AND NOTIFICATION ACT
 (STATE TECHNOLOGY LAW SECTION 208)**

Name of School District: Spencerport

Date of Discovery of Breach: Thursday, February 16, 2006

Estimated Number of Affected Individuals: 17

Date of Notification to Affected Individuals: February 21, 2006

Manner of Notification: written notice
 electronic notice (e-mail)
 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.)

On Tuesday, February 14, 2006, Capital Computer Associates, Inc. posted the names and Social Security numbers of 17 of our district employees on the secure area of their web site as part of that day's "Release Note," a training tool for authorized professional school business office staff who are users of their accounting and human resources software. The error was realized 54 hour later and the personal data was immediately removed from the web site.

Name of School District: Spencerport Central School District

Contact Person/Title: Fred Seiler, Assistant Superintendent for Business

Telephone number: (585)349-5111

E-mail: fseiler@spencerportschools.org

Dated: February 21, 2006

Submitted by: Fred W. Seiler

Title: Assistant Superintendent for Business

Address: 71 Lyell Avenue, Spencerport, New York 14559

E-mail: fseiler@spencerportschools.org

Telephone: (585)349-5111 Fax: (585)349-5011



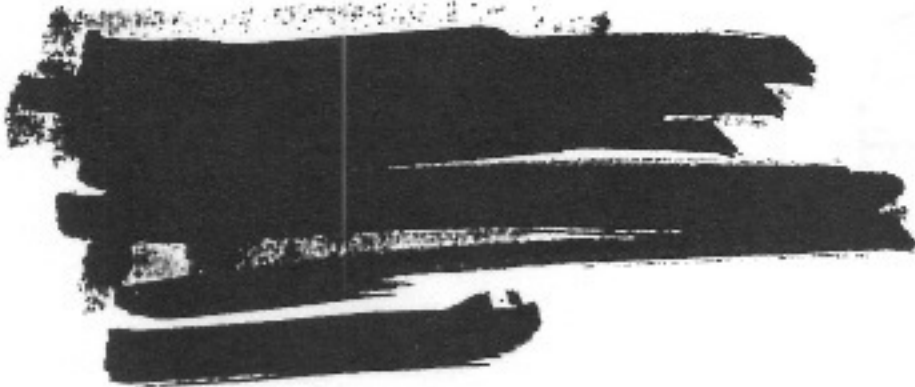
Spencerport Central School District

OFFICE OF THE ASSISTANT SUPERINTENDENT FOR BUSINESS
71 LYELL AVENUE ~ SPENCERPORT, NY 14559

FRED SEILER
ASST. SUPERINTENDENT
FOR BUSINESS

February 20, 2006

PHONE: (585) 349-5110
FAX: (585) 349-5011



Capital Computer Associates Inc. provides school business office software to Spencerport School District and many other school districts within New York. As a result, they have access to personal information of school district employees.

It is with much regret and embarrassment that Spencerport School District must inform you that your name and Social Security number were temporarily posted on the secure area of the Capital Computer Associates web site and available to be viewed and printed by authorized users as part of their weekly "Release Note" process. This is especially troublesome to us since we trust that Capital Computer Associates takes extra efforts to ensure that an incident like this does not happen. Obviously, this time there was a breakdown in their procedures and they are dealing with their employees involved while developing even more security procedures to make every effort to ensure that this cannot happen again.

On Tuesday, February 14, 2006 at approximately 12:15 p.m., your name and Social Security number were posted on the secure area of the Capital Computer Associates web site as part of that day's "Release Note." They use weekly Release Notes to notify their users of changes to the software that they use to process their accounting and human resource data. This error was noticed on Thursday, February 16 at 5:45 p.m. Your name and Social Security number were retracted within 15 minutes of when the error was identified. At the time of the retraction it had been posted on the secured area of the Capital Computer Associates' web site for approximately 54 hours.

Capital Computer Associates uses fictitious data for documentation and demonstration purposes. The people who were temporarily able to view this information are professional business office staff at their client sites which encompass New York State school districts and BOCES. Since they see screen prints for documentation extremely similar to the one that contained your information all the time, it would be unlikely that they would notice that this one time the data was real. In addition, they sent out a revised Release Note containing fictitious data for the same date (February 14, 2006) that contained an unrelated

(continued)

Our Mission

is to educate and inspire each student to love learning, pursue excellence and use knowledge, skills and attitudes to contribute respectfully and confidently to an ever-changing global community.

SPENCERPORT CENTRAL
SCHOOL DISTRICT
71 LYELL AVENUE
SPENCERPORT, NY 14559

(585) 349-5000

www.spencerportschools.org

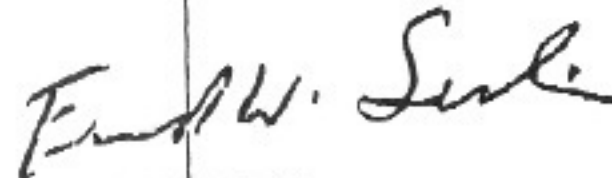
Mr. Blackwell

February 20, 2006

additional item added at the end and asked our sites to replace any copies they may have made with the newer version, without raising any flags to indicate that they had your information. Capital Computer Associates hopes and believes that this corrective action minimized unauthorized exposure of your personal data.

In coordination with Capital Computer Associates, we are notifying the State Attorney General, the Consumer Protection Board and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of this notice. We are sincerely sorry that this error occurred.

Sincerely,



Fred W. Seiler

Assistant Superintendent for Business

FWS:bce

**CAPITAL COMPUTER
ASSOCIATES INC.**

February 17, 2006

[REDACTED]

Capital Computer Associates, Inc. provides school business office software to Spencerport School District and many other school districts within New York. As a result we have access to personal information of school district employees.

It is with much regret and embarrassment that Capital Computer Associates, Inc. must inform you that your name and social security number was temporarily posted on the secure area of our web site and available to be viewed and printed by authorized users as part of our weekly "Release Note" process. This is especially troublesome to us because we take extra efforts to ensure that an incident like this does not happen. This time there obviously was a breakdown in our procedures and we are dealing with the employees involved while developing even more security procedures to make every effort to ensure that this cannot happen again.

On February 14, 2006 at approximately 12:15pm, your name and social security number was posted on the secure area of our web site as part of the February 14, 2006 Release Note. We use weekly Release Notes to notify our users of changes to the software that they use to process their accounting and human resource data. This error was noticed on February 16, 2006 at 5:45pm and your name and social security number was then immediately retracted within 15 minutes of when the error was identified. At the time of the retraction it had been posted on the secured area of our web site for approximately 54 hours.

We use fictitious data for documentation and demonstration purposes. The people who were temporarily able to view this information are professional business office staff at our client sites which encompass New York State school districts and BOCES. Since they see screen prints for documentation extremely similar to the one that contained your information all the time, it would be unlikely that they would notice that this one time the data was real. In addition, we sent out a revised Release Note containing fictitious data for the same date (February 14, 2006) that contained an unrelated additional item added at the end and asked our sites to replace any copies they may have made with the newer version *without raising any flags to indicate that they had your information*. It is our hope, and belief, that this corrective action minimized unauthorized exposure of your personal data.

In coordination with Spencerport CSD, we are notifying the State Attorney General, the Consumer Protection Board and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content and distribution of this notice.
We are sincerely sorry for this problem.

Sincerely,


Thomas A. Frederick, VP