

North Carolina Security Breach Reporting Form Pursuant to the Identity Theft Protection Act of 2005

Name of Business Owning or Licensing Information Affected by the Breach: Cecilford Technical Community College
 Address: 601 High Point Road
GREENSBORO NC
 Telephone: 336 334 4822 x 2404
 Fax: 336 819 2017
 Email: CJ Jackson @ gtcc.edu

PLEASE SUBMIT FORM TO:
 Consumer Protection Division
 NC Attorney General's Office
 9001 Mail Service Center
 Raleigh, NC 27699-9001
 Telephone: (919) 716-6000
 Toll Free in NC: (877) 566-7226
 FAX: (919) 716-6050

Date Security Breach Reporting Form submitted: APRIL 3 2007
 Date the Security Breach was discovered: MARCH 26, 2007
 Estimated number of affected individuals: 550
 Estimated number of NC residents affected: 550

Name of business maintaining or possessing information that was the subject of the Security Breach, if the business that experienced the Security Breach is not the same entity as the business reporting the Security Breach (pursuant to N.C.G.S. § 75-65(b)): SAME

Describe the circumstances surrounding the Security Breach and state whether the information breached was in electronic or paper format: See attached

Regarding electronic information breached, state whether the information breached or potentially breached was password protected or encrypted in some manner. N/A If so, please describe the security measures protecting the information:

Describe any measures taken to prevent a similar Security Breach from occurring in the future: 1) Maint Worker will no longer accept file cabinets desks or other furniture that has not been emptied by Records Custodian 2) Records Custodians will ensure all files are removed before requesting pick up of furniture items

Date affected NC residents were/will be notified: Mar 30 & April 3, 2007

If there has been any delay in notifying affected NC residents, describe the circumstances surrounding the delay pursuant to N.C.G.S. § 75-65(a) and (c): N/A

If the delay was pursuant to a request from law enforcement pursuant to N.C.G.S. § 75-65(c), please include the written request or the contemporaneous memorandum.

How NC residents were/will be notified? (pursuant to N.C.G.S. § 75-65(e))
 Please attach copy of the notice if in written form or a copy of any scripted notice if in telephonic form.

written notice
 electronic notice (email)
 telephone notice
 substitute notice

Signature: [Signature] Date: _____
 Contact Person, Title: Jordan Jackson Human Resources Dir.
 Address: 601 High Point Road

(if different from above)
 Telephone: (336) 334-4822 x 2404 Fax: 336 819-2017 Email: CJ Jackson @ ed@gtcc.edu

Paper files from a surplus file cabinet to be auctioned were temporarily stored in a warehouse area where personal identifying information could have been compromised because others could have entered the warehouse. We do not believe a breach occurred but wanted to take cautionary measures, in case.