

August 26, 2008

Via Facsimile (804-786-1991)
and Regular U.S. Mail

Gene Fishel, Esq.
Senior Assistant Attorney General
OFFICE OF THE ATTORNEY GENERAL
900 East Main Street
Richmond, VA 23219

RE: *Prince William County Public Schools*
Notice of Release of Employee Personal Information
Under Va. Code § 18.2-186.6

Dear Mr. Fishel:

On behalf of my client, the Prince William County Public Schools (PWCS), and pursuant to § 18.2-186.6 of the Virginia Code, *Breach of Personal Information Notification*, I am providing the Office of the Attorney General with notice of the recent inadvertent exposure to the general public of certain personal information pertaining to a number of employees of the School Division. This letter follows our conversation of August 21, 2008, on the same topic.

Specifically, on the evening of August 18, 2008, school authorities first learned that a PWCS employee had downloaded a number of confidential PWCS computer files onto her personal computer while working on school business at home. It appears that sometime in early or mid-July of 2008, the employee then installed a file-sharing program on her home personal computer which exposed all of her personal files, as well as the PWCS employee files (and other confidential school files) to those members of the public who may have had access to the file-sharing program during that five-week time frame. To date, all evidence gathered by PWCS indicates that this incident, while a violation of the Division's Acceptable Internet Usage and Safety Policy, was unintentional.

Upon first learning of the potential exposure of confidential PWCS information, the School Division took immediate measures, on August 19th, to remove the PWCS files from the employee's personal computer and the file-sharing program. The School Division also began an immediate investigation to further determine the scope of the breach of the security of the system and to restore the reasonable integrity of the system, as permitted by Va. Code § 18.2-186.6. It has been learned during the course of this investigation that some information contained in the exposed files did include the first and last names of approximately 65 PWCS employees, linked

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to their social security numbers, which information meets the definition of "personal information" under § 18.2-186.6 A.

To date, the Division's investigation into the scope of this exposure has provided no evidence that the names and social security numbers of the affected PWCS employees have been compromised. However, in an abundance of caution, PWCS is reporting this disclosure to your office as its investigation continues.

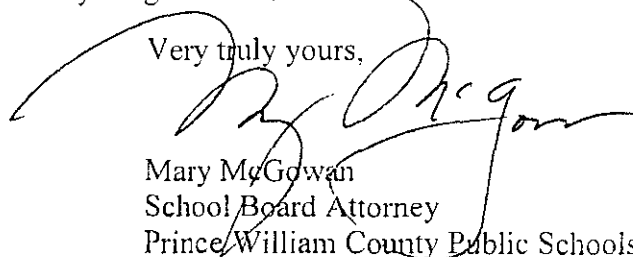
The Division has complied with the requirements of Va. Code § 18.2-186.6 by sending a copy of the enclosed letter to each employee whose name and social security number were disclosed during the five-week period this information was available on the Internet. PWCS has also notified the major national credit bureaus of the disclosures and is in the process of procuring credit reporting services for each affected employee with all costs to be borne by PWCS. In addition, PWCS has also asked the media to assist with a public announcement, in an effort to reach all affected employees, including those who are no longer employed by Prince William County Public Schools.

As indicated in the enclosed letter, PWCS has set up a call center to respond to inquiries from those affected by this incident who may obtain the data exposed between mid-July and August 19, 2008, pertaining to each employee. Finally, PWCS has also alerted the Prince William County Police Department, Virginia Retirement Service, Virginia Department of Education and United States Department of Education of the potential exposure of this information.

Prince William County Public Schools has had a comprehensive Acceptable Computer Use and Safety Policy in place for a number of years. All employees are required by the terms of their contracts to be familiar with and abide by that policy. However, in light of this incident, the Division is currently reviewing its policy and Internet safety practices to determine whether there are additional measures which can be taken to protect confidential School Division information.

Please contact my office with any questions or follow-up which your office deems appropriate. Thank you very much for your guidance on this matter.

Very truly yours,



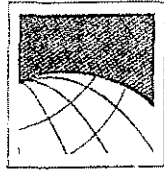
Mary McGowan
School Board Attorney
Prince William County Public Schools

Enclosure: *Stated.*

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Keith^{pc}

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cc: Milton C. Johns, Chairman, PWCS School Board
Dr. Steven L. Walts, Division Superintendent
Rae Darlington, Deputy Superintendent
Keith Imon, Associate Superintendent for Communications and Technology Services
Donald R. Mercer, Jr., Director, Risk Management and Security Services



Prince William County

PUBLIC SCHOOLS

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August 25, 2008

Dear [Employee]:

I am writing on behalf of Prince William County Public Schools (PWCS) to inform you that certain personal information (specifically your name, social security number, and/or other confidential information) was inadvertently exposed to the public through the Internet for a period of approximately five weeks this summer.

Immediately upon learning of the exposure of confidential School Division data, PWCS secured the information and commenced an investigation to determine the scope and duration of this exposure. It was determined that a school-based employee, while working on school business from home on a personal computer, inadvertently exposed certain PWCS information to the public through a file-sharing program. To date, the School Division's investigation has produced no evidence that this information was compromised during the period that it was on the Internet.

As you know, all Prince William County Public Schools employees are required to comply with the Division's Acceptable Use and Internet Safety Policy (Regulation 295-1), which should have prevented this incident from occurring. However, in an effort to guard against any further incidents of this nature, PWCS is currently reviewing our Internet safety practices and taking additional measures to protect confidential School Division information.

We have informed the Prince William County Police Department, Virginia Retirement System, and Office of the Attorney General of the exposure of your personal information, and have also notified the Equifax, Experian, and Transunion credit reporting agencies of this incident on your behalf. If you live outside Prince William County, you may want to alert the consumer fraud division of the police agency in your jurisdiction. Please remain vigilant to possible misuse of your information by reviewing account statements and monitoring credit reports. The form to request a free credit report from all three credit reporting agencies can be downloaded from the Internet at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. Additionally, at your request, PWCS will provide you with a credit monitoring service at no charge.

All those directly affected by this incident have been notified by letter and we have asked the media for assistance with a public announcement. You may also go to our PWCS Web site – pwcs.edu – and television station – PWCS-TV – on Comcast channel 18 and Verizon FIOS channel 36 for information. For obvious reasons, we have chosen not to publicize the exact information exposed in order to protect your privacy. Should you have any questions, please contact our information exposure call center using the special telephone "hot line" that has been set up to answer questions from those employees who have received this letter. You can call 703.791.8157 from 9 a.m. to 3:30 p.m. Monday through Friday, or email your questions to pwcsie@pwcs.edu. You will be asked for identifying information in order to prevent any unauthorized disclosures.

You have my assurance that protecting employees' personal information is of the highest importance to PWCS. On behalf of the School Board and the School Division, I offer our apologies for this incident. Thank you for your continued support of Prince William County Public Schools.

Sincerely,

Rae E. Darlington
Deputy Superintendent

MS. RAE E. DARLINGTON
Deputy Superintendent