



Inspiring lives for more than 50 years

Mary Beth Wunsch
Chairperson

James G. Mroczek
President

Fax Cover Sheet

The Arc of Monroe County. For 50 years has been working with and for individuals with developmental disabilities and their families.

Date: Sept 9, 2008 No. of pages (including cover sheet) 3

TO: NEW YORK STATE CONSUMER PROTECTION BOARD

Organization/Department: SECURITY BREACH NOTIFICATION

Phone Number: _____ Facsimile Number: 212-459-8855

FROM: PETER DANCA

Organization/Department:

CORPORATE COMPLIANCE

Phone Number: ⁵⁸⁵⁻672-2234 Facsimile Number: ⁵⁸⁵⁻~~478~~ 672-2215

Message:

Thank you.

Confidentiality Notice: The information contained in and accompanying this facsimile transmission is confidential and is intended only for the individual or entity named above. If you are not the intended recipient, you are prohibited from reading this transmission and notified that any dissemination, distribution, copying of transmission or retention of this material or the information contained therein is strictly **PROHIBITED**. Any such activity shall constitute a waiver of the confidentiality requirement of the law. If you have received this transmission in error, please immediately notify the sender. Thank you.

The Empire State Advantage-Excellence at Work 2003 Silver Award Recipient

985 Elmwood Avenue, Building #10, Rochester, NY 14620
(585) 672-2200 Fax (585) 672-2215 www.arcmonroe.org
Working with and for individuals with developmental disabilities.
A United Way Agency - Monroe County Chapter, NYSARC, Inc. - Est. 1956

NEW YORK STATE SECURITY BREACH REPORTING FORM
Pursuant to the Information Security Breach and Notification Act
(General Business Law §899-aa; State Technology Law §208)

Name of Entity: The Arc of Monroe County
Street Address: 1000 Elmwood Avenue
City: Rochester State: NY Zip Code: 14620

Sector (please select one): Local Government State Government Federal Government
 Not-for-profit Commercial Educational

Type of Business (please select one): Biotech/Pharm Education Financial Services
 Health Care Insurance Retail/Internet Telecom. Transportation
 Other Human Service

Persons Affected: Total: 473 Dates: Breach Occurred: 9/8/08 - 9/9/08
NY residents: 473 Breach Discovered: 9/9/08
Consumer Notification: 9/8/08

Reason for delay, if any, in sending notice: _____

Description of Breach (please select all that apply): Hacking incident; Inadvertent disclosure;
 Stolen computer, CD, tape, etc; Lost computer, CD, tape, etc; Insider wrongdoing;
 Other (specify): Stolen Palm Pilot [Attach additional description if necessary]

Information Acquired (please select all that apply): Name; SSN; Driver's license no.;
 Account number; Credit or Debit card number; Other (specify): _____

Manner of Notification to Affected Persons (Attach Copy): Written; Electronic (email);
 Telephone; Substitute notice (provide justification). List dates of any previous (within 12 months)
breach notifications: _____

Credit Monitoring or Other Service Offered: Yes; No; Duration: _____
Service: _____ Provider: _____

Submitted by: Jody Lowe Title: Sr. Administrator
Firm Name (if other than entity): _____
Telephone: (585) 256-7320 x5560 Email: j_lowe@arcmonroe.org

Dated: 9/9/08

Mary Beth Wunsch
Chairperson

James G. Mroczek
President

September 9, 2008

Dear Medicaid Service Coordination participant:

This letter is being sent to inform you that, as a result of a theft of electronic equipment, there is a potential breach of your individualized service plan which contains personal information such as your social security number.

The authorities have been notified of the theft and a report has been taken.

We are immediately taking steps to revamp our procedures to increase security of such information. As you may have noticed, we no longer include your social security number on distributed hard copies of your Individualized Service Plan, however, it is maintained on the electronic copy of the plan.

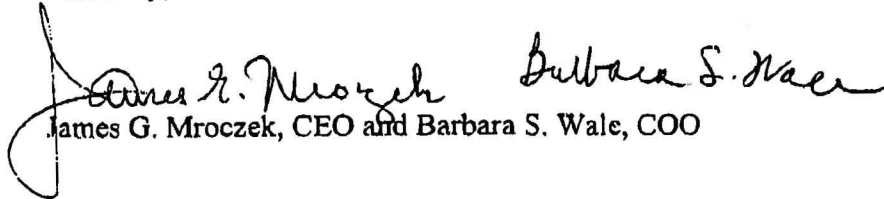
The Privacy Rights Clearinghouse recommends that you to notify one of the three following credit bureaus to establish a 90 day Fraud Alert at no cost to you:

- Experian at (888) 397-3742 or www.experian.com/fraud
- Equifax at (888) 766-0008 or www.equifax.com
- Trans Union at (800) 680-7289 or www.transunion.com

For more information, you can go to the Privacy Rights Clearinghouse website at www.privacyrights.org/fs/fs17b-SecurityBreach.htm.

If you have any questions or need guidance, please feel free to contact Ms. Jody Rowe, Sr. Administrator. She can be reached at (585) 256-7330 x5560.

Sincerely,



James G. Mroczek, CEO and Barbara S. Wale, COO

Cc: Mary Beth Wunsch, Board Chairman
Tracy Petrichick, CFO
Jody Rowe, Sr. Administrator
Peter L. Dancer, CCO

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