



"Christine Todd"
<ctodd@juilliard.edu>
02/05/2008 06:02 PM

To <security_breach_notification@consumer.state.ny.us>
cc "Laurie Carter" <lcarter@juilliard.edu>
bcc
Subject security breach notification

Dear Sir or Madam:

Attached is a Security Breach Reporting Form describing a breach that occurred on January 29, 2008. Please contact if me if you require any further information.

Sincerely,
Christine Todd

Vice President for Finance & Controller
The Juilliard School
60 Lincoln Center Plaza
New York, NY 10023
212-799-5000 ext. 231
ctodd@juilliard.edu



NYS_Security Breach Form.pdf

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 Juilliard School
Street Address: 60 Lincoln Center Plaza
City: New York State: NY Zip Code: 10023

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 _____

Persons Affected: Total: 26 Dates: Breach Occurred: 1/29/08
NY residents: 14 Breach Discovered: 2/1/08
Consumer Notification: 2/7/08

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): _____ [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): tuition billed and
scholarship awarded during 2007 (IRS form 1098-T)

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: Christine Todd Title: VP for Finance + Controller
Firm Name (if other than entity): _____
Telephone: 212-799-5000 X231 Email: ctodd@juilliard.edu

Dated: 2/5/08

February 1, 2008

Dear _____:

It has come to our attention that the IRS Form 1098-T issued to you by The Juilliard School for calendar year 2007 has been mailed to an incorrect address. The individual who occupies that address is, according to our records, a Juilliard alumnus. The form includes your name, social security number, last address of record (which may differ from the address to which the form was mailed), and the amount of tuition billed to you and scholarship awarded to you for 2007.

Since we know the specific address to which your form was mailed, we are contacting the individual who resides there according to our records, informing them of the error, and requesting that the form be returned to us.

We have, under separate cover, mailed a corrected Form 1098-T to you at the address above.

Although we do not have reason to believe that your information has been misused, we recommend as a precaution that you place a fraud alert on your credit file. A fraud alert tells creditors to contact you before they open any new accounts or change your existing accounts. Call any one of the three major credit bureaus. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts. All three credit reports will be sent to you, free of charge, for your review.

Equifax

Experian

TransUnionCorp

800-525-6285

888-397-3742

800-680-7289

Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. Victim information sometimes is held for use or shared among a group of thieves at different times. Checking your credit reports periodically can help you spot problems and address them quickly.

If you find suspicious activity on your credit reports or have reason to believe your information is being misused, contact your local law enforcement agency and file a police report. Get a copy of the report; many creditors want the information it contains to absolve you of the fraudulent debts. You also should file a complaint with the FTC at www.ftc.gov/idtheft or at 1-877-ID-THEFT (877-438-4338). Your complaint will be added to the FTC's Identity Theft Data Clearinghouse, where it will be accessible to law enforcers for their investigations.

If you have any questions regarding this matter, please contact me at (212) 799-5000, ext. 231.

Sincerely,

Christine Todd
Vice President for Finance & Controller