

### 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: Southern Adirondack Library System  
Street Address: 22 Whitney Place  
City: Saratoga Springs State: NY Zip Code: 12866

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: Library System

Persons Affected: Total: 18 Dates: Breach Occurred: don't know - not sure  
NY Residents: 18 Breach Discovered: 12/4/08  
Consumer Notification: 12/5/08

Reason for delay, if any, in sending notice: \_\_\_\_\_

Description of Breach (please select all that apply):  Hacking incident;  Inadvertent disclosure;  
 Stolen computer, ID, mpn, 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): NYS Retirement System  
Registration Number

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: 6 months  
Service: to be determined Provider: \_\_\_\_\_

Submitted by: Sara Dallas Title: Director  
Firm Name (if other than entity): Southern Adirondack Library System  
Telephone: (518) 584-7300 Email: sdallas@sals.edu

Date: 12/5/08



22 WHITNEY PLACE • SARATOGA SPRINGS, NEW YORK 12866-4596  
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**SOUTHERN ADIRONDACK**  
LIBRARY SYSTEM

**TO:** Southern Adirondack Library System Staff  
Elaine Baker  
Linda DeMayo  
Becky Wright-Sedam

**CC:** Personnel File  
Richard Merrill  
Joyce Smith  
Robert Jeffords

**FROM:** Sara Dallas, Director *Sara Dallas*

**Date:** December 5, 2008

**Re:** Breach of Security

I need to inform you that due to a breach in our security, information with your name, social security number, retirement registration number and salary in Jan. 2006 is believed to have been acquired by a person without valid authorization. I was informed of the breach on December 4, 2008.

Pursuant to law, we must report this to three agencies. They are the New York State Attorney General's Office, New York State Office of Cyber Security and Critical Infrastructure Coordination and the New York State Consumer Protection Board.

All efforts are being made to prevent this from happening again. The Southern Adirondack Library System is offering to pay for a service to monitor and protect your identity for six months. Information about the service will be forthcoming.

We are also working to recover the file to prevent further distribution.

Please report any unusual activity on your accounts. If you have any question, please contact me.