

FAX COVER SHEET

DATE: 2 1 25 1 08 TOTAL PAGES: 3

TO: CPB

ATTN: _____

PHONE: ()

FAX: (518) 474-2474

FROM: Christine Goodhart
Chief of H.R.

FAX: 845-707-8972

PHONE: 845-707-8305

EMAIL: cgoodhart@sdtc.org

MESSAGE: Security Breach
Notification



THE CENTER FOR DISCOVERY

Mailing Address:
P.O. Box 840
Harris, NY 12742

Shipping Address:
641 Old Route 17
Monticello, NY 12701

Phone
845 794 1400

thecenterfordiscovery.org

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**Reporting Form
For Business, Individual or NY State Entity reporting a
"Breach of the Security of the System"
Pursuant to the Information Security Breach
and Notification Act (General Business Law §889-aa)**

Name of Business, Individual or State Entity: The Center for Discovery

Date of Discovery of Breach: February 15, 2008

Estimated Number of Affected Individuals: 347

Date of Notification to Affected Individuals: February 25, 2008

Manner of Notification: written notice
 electronic notice (email)
 telephone notice

Are you requesting substitute notice?: Yes No (If yes, attach justification)

Content of Notification to Affected Individuals: Describe what happened in general terms and what kind of information was involved. Please attach copy of Notice.

An email was sent internally from one employee to other employees that included an attachment containing certain personal information about employees, including first and last name, state issued drivers' license number and date of birth. The employees who received the email did not have authority to receive this personal information.

Name of Business or Individual Contact Person: Christine Goodhart
Title: Chief, Human Resources
Telephone number: (845) 707-8305
Email: cgoodhart@sdtc.org

Dated: February 25, 2008
Submitted by: Christine Goodhart
Title: Chief, Human Resources
Address: Box 840 Benmosche Rd., Harris, NY 12742
Email: cgoodhart@sdtc.org
Telephone: (845) 707-8305 Fax: (845) 707-8972

THE CENTER  FOR DISCOVERY

February 25, 2008

RE: Data Breach Notification

Despite our constant effort to safeguard the personal information of our employees, the Center recently learned of an inadvertent, unauthorized transmission of your personal information inside the Agency. The purpose of this letter is to make you aware of the unauthorized access to your personal information so that you can take steps to protect yourself from any improper access to, or use of your information.

Recently, an email was sent internally from one employee to other employees that included an attachment containing certain personal information about you, including your first and last name, state issued drivers' license number, and date of birth. The employees who received the email did not have authority to receive this personal information. In order to prevent further disclosure of your personal information, we instructed the employees who received the email that they should disregard the attachment and immediately delete the information. However, based on our investigation and despite our efforts, we cannot guarantee that the information was not accessed and/or used improperly.

The Center is reviewing its current data privacy and security policies and procedures to determine what additional measures are needed, if any, to more fully protect the privacy and security of personal information. We recommend you also remain vigilant regarding the access to and use of your personal information. If you would like more information regarding steps you can take to protect your personal information, please contact me directly.

If you have any questions regarding this notice, please do not hesitate to contact me at (845) 707-8305.

Sincerely,



Christine Goodhart
Chief, Human Resources