

Paul H. Zigas, J.D., M. Tox.
Associate University Attorney
Email: zigasp@ecu.edu

Scarlett S. Sawyer
Administrative Support Associate
Email: sawyers@ecu.edu

600 Moye Boulevard
AD-48B Brody Medical Sciences Building
Greenville, North Carolina 27834
Telephone: (252) 744-3013
Fax: (252) 744-2203



Fax

To: Kim D'Arruda	From: Paul Zigas
Fax: 919-716-6050	Pages: 10
Phone:	Date: 2/8/2007
Re: Draft and Confidential Documents	CC:

Urgent
 For Review
 Please Comment
 Please Reply
 Please Recycle

• **Comments:**

Ms. D'Arruda,

Please find attached the documents as we discussed for your review.

Thank You!
Paul

CONFIDENTIALITY NOTE

The information contained in this facsimile message is legally privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this telecopy is strictly prohibited. If you have received this telecopy in error, please immediately notify us by telephone and return the original message to us at the address above via the United States Postal Service. Thank you.

NAME
ADDRESS
ADDRESS

October 24, 2006

RE: NOTICE OF POTENTIAL SECURITY BREACH

Dear NAME:

You are receiving this notice because the administration of East Carolina University has become aware of the possibility that your name and social security number may have been compromised to outside third parties. On March 24, 2006, and April 17, 2006, respectively, unencrypted electronic files containing your first and last name and social security number (electronic files) were e-mailed from ECU to two personal e-mail accounts. Upon discovery of this information, the North Carolina State Bureau of Investigation (SBI) was contacted and, in collaboration with the ECU Police Department, a criminal investigation was conducted. This investigation found no evidence that any criminal violation had occurred or that the electronic files were further distributed to third parties. Incident to the criminal investigation, all known copies of the electronic files were deleted from the recipient's personal computer in a manner that prevents those files from being recovered. Additionally, the e-mail accounts to which the electronic files were sent were deleted. While every effort has been made to protect this information from unauthorized access, there is a possibility that the electronic files were distributed or copied in a manner that is undetectable.

You are strongly encouraged to remain vigilant by reviewing your account statements and monitoring credit reports. Additionally, you are encouraged to review resources available from the North Carolina Department of Justice (<http://noscamnc.gov/> / 1-877-5-NO SCAM). Should you find evidence that you have been the victim of identity theft, you should immediately contact your local law enforcement agency. Questions regarding this notice may be directed to INSERT DEPARTMENT at 1-800-XXX-XXXX.

Very truly yours,

INSERT NAME
INSERT TITLE