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March 11, 2008

**Via First Class Mail and Facsimile (617-727-3265)**

Honorable Martha Coakley  
Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

RE: Data Breach Notification

Dear Attorney General Coakley:

Please be advised that our client, Lasell College, experienced an incident involving an employee who may have accessed electronic personal information stored in certain of the College's databases without proper authority and/or for improper purposes. It appears that as many as 20,500 individuals could have been affected, including 10,673 individuals who are residents of your state. The College plans to begin notifying the affected individuals in the next several days. A draft copy of the notification that will be sent is attached.

The databases at issue contained names and social security numbers, among other information. Unfortunately, the College cannot determine for every individual whether his or her personal information was accessed or used improperly.

As set forth in the attached letter, the College has taken numerous steps to protect the security of the personal information of the affected individuals, including providing a full package of credit protection services and insurance, as well as contacting the national credit agencies. Also, in addition to continuing to monitor this situation, the College is reexamining its current data privacy and security policies and procedures to find ways of reducing the risk of future data breaches. Should the College become aware of any significant developments concerning this situation, we will inform you.

If you require any additional information on this matter, please call me.

Sincerely,

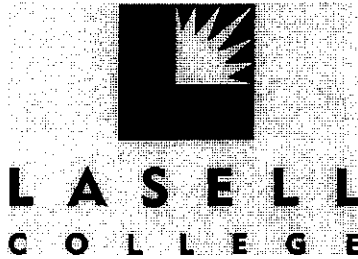
JACKSON LEWIS LLP

Joseph J. Lazarotti

Encl.

**DRAFT**

Institutional Advancement  
Lasell College  
1844 Commonwealth Avenue  
Newton, MA 02466



[FIRST NAME] [LAST NAME]  
[STREET ADDRESS]  
[EXTENDED ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [FIRST NAME] [LAST NAME],

Lasell College recently learned that on or about February 6, 2008, an employee without proper authority accessed the College's computer network. Despite our efforts, we could not determine if any personal information contained in the databases on the College's network was actually compromised – only that the opportunity for unauthorized access or use of personal information existed. Unfortunately, we cannot determine whether anyone's personal information was accessed or used improperly. The databases at issue contained names and social security numbers, among other information. We take the possibility of identity theft very seriously and, therefore, are sending a precautionary advisory to individuals who potentially could have been affected.

The purpose of this letter is to make you aware of this incident so that you can take steps to protect yourself, minimize the possibility of misuse of your information and mitigate any harm that could result. We apologize for this situation and any inconvenience it may cause you.

Immediately after discovering the irregular activities referenced above, College officials contacted local law enforcement authorities who commenced an investigation. College officials assisted in that investigation and examined its systems in order to determine the nature and scope of the unauthorized access and use of these systems. Please know that the College also took immediate steps to ensure further the security of its information systems going forward. The College's actions in this regard are ongoing.

Based on our investigation to date, we are not aware of any specific cases of misuse of personal information that was maintained on the College's information systems affected by this incident.

While we believe that there is little likelihood your information will be misused as a result of this incident, as a precaution we have arranged for a call center to assist you in learning more about identity theft solutions and answer some of your questions regarding the incident. If you have questions or concerns you should call First Advantage Corporation at 1-866-578-0345. The call center will also provide you with information regarding a monthly credit monitoring service. We have prepared the attached sheet to provide you with additional information concerning steps you could take to protect your identity, credit and personal information.

The College has notified Attorneys General and other state officials and agencies in states where affected individuals reside. The College also has contacted the three national credit agencies to inform them of this incident, but has not disclosed any of your personal information to them.

The College takes data security very seriously and has taken steps to minimize the risks from this incident. We will notify you if there are any significant developments that occur in the future. We will post any new information at [www.Lasellemergency.net](http://www.Lasellemergency.net). Again, we apologize for any inconvenience this incident may cause you or your family and we encourage you to take advantage of the resources we have provided to you to protect your personal information. Please contact Ruth Shuman, Dean for Institutional Advancement, at 617-243-2140 if First Advantage is unable to answer your questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael B. Alexander".

Michael B. Alexander  
President

PLEASE TURN PAGE FOR ADDITIONAL INFORMATION

## What You Should Do to Protect Your Personal Information

We recommend you remain vigilant and consider taking one or more of the following steps to protect your personal information:

1. We recommend contacting the nationwide credit-reporting agencies as soon as possible to:
  - Add a security alert statement to your credit file at all three national credit-reporting agencies: Equifax, Experian, and TransUnion. You only need to contact one of the three agencies listed below; your request will be shared with the other two agencies. This security alert will remain on your credit file for 90 days.
  - Remove your name from mailing lists of pre-approved offers of credit for approximately six months.
  - Receive a free copy of your credit report.

Equifax  
P.O. Box 740256  
Atlanta, GA  
(800) 525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 9554  
Allen, TX 75013  
(888) 397-3742  
[www.experian.com/consumer](http://www.experian.com/consumer)

TransUnion  
P.O. Box 2000  
Chester, PA 19022  
(800) 888-4213  
[www.transunion.com](http://www.transunion.com)

2. If you aren't already doing so, please pay close attention to all bills and credit-card charges you receive for items you did not contract for or purchase. Review all of your bank account statements frequently for checks, purchases or deductions not made by you. Note that even if you do not find suspicious activity initially, you should continue to check this information periodically since identity thieves sometimes hold on to stolen personal information before using it.
3. The Federal Trade Commission ("FTC") offers consumer assistance and educational materials relating to identity theft and privacy issues. The FTC can be contacted either by visiting [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or by calling (877) 438-4338. If you suspect or know that you are the victim of identity theft, you can report this to the Fraud Department of the FTC, who will collect all information and make it available to law-enforcement agencies. Contact information for the FTC is:

Federal Trade Commission  
Consumer Response Center  
600 Pennsylvania Avenue  
NW Washington, DC 20580

Website: [www.ftc.gov](http://www.ftc.gov)

4. *For Massachusetts Residents:* You have the right to obtain a copy of the applicable police report relating to this incident. If you would like to request a security freeze be placed on your account, send all of the following (documentation for both the spouse and the victim must be submitted when requesting the spouse's credit report) to one or more of the credit-reporting agencies listed in item 1 above: full name, with middle initial and generation, such as JR, SR, II, III, etc.; Social Security number; date of birth (month, day and year); current address and previous addresses for the past two years. In addition, enclose one copy of a government issued identification card, such as a driver's license, state or military ID card, etc., and one copy of a utility bill, bank or insurance statement, etc. Make sure that each copy is legible (enlarge if necessary), displays your name and current mailing address, and the date of issue (statement dates must be recent). The fee for placing a security freeze on a credit report generally is \$5. If you are a victim of identity theft or spouse of a victim of identity theft and submit a valid investigative or incident report or complaint with a law enforcement agency or the Department of Motor Vehicles (DMV), the fee will be waived.

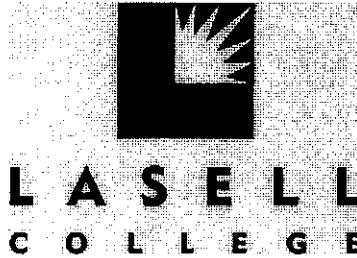
5. *For Maryland Residents:* The contact information for the State's Attorney General is

Honorable Douglas F. Gansler  
Office of the Attorney General  
200 St. Paul Place  
Baltimore, MD 21202

Website: <http://www.oag.state.md.us/>  
Telephone number: (888) 743-0023  
(toll-free in Maryland)

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The purpose of this letter is to make you aware of this incident so that you can take steps to protect yourself, minimize the possibility of misuse of your information and mitigate any harm that could result. We apologize for this situation and any inconvenience it may cause you.

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  - Remove your name from mailing lists of pre-approved offers of credit for approximately six months.
  - Receive a free copy of your credit report.

Equifax  
P.O. Box 740256  
Atlanta, GA  
(800) 525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 9554  
Allen, TX 75013  
(888) 397-3742  
[www.experian.com/consumer](http://www.experian.com/consumer)

TransUnion  
P.O. Box 2000  
Chester, PA 19022  
(800) 888-4213  
[www.transunion.com](http://www.transunion.com)

2. If you aren't already doing so, please pay close attention to all bills and credit-card charges you receive for items you did not contract for or purchase. Review all of your bank account statements frequently for checks, purchases or deductions not made by you. Note that even if you do not find suspicious activity initially, you should continue to check this information periodically since identity thieves sometimes hold on to stolen personal information before using it.
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