





NEW YORK INSTITUTE OF TECHNOLOGY

■ Office of Academic Affairs

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Provost and Vice President

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April 21, 2008

Dear :

New York Institute of Technology ("NYIT") considers the protection of the personal information of its students to be one of its highest priorities. With this in mind, we are writing to inform you about a security breach involving the disclosure of some of your personal information.

NYIT has a contract with Cardean Learning Group ("CLG") under which CLG provides certain services to NYIT and to students enrolled at Ellis College of NYIT. We recently learned that an academic advisor employed by CLG mistakenly attached a spreadsheet to an email survey that he sent to certain students of Ellis College of NYIT. The spreadsheet contained some of your personal information, including your name, address, phone number, student number, marital status, date of birth, and Social Security Number. CLG has informed us that while the advisor attempted to recall the email containing the spreadsheet, CLG has not been able to confirm whether the recall was successful. The information disclosure by the CLG employee was the result of human error and was inadvertent, not deliberate. We have been informed by CLG that the disclosure occurred in late March 2007 and that at least one individual received the email and attachment. However, NYIT administration in New York did not receive notice of this disclosure until very recently, and did not receive the necessary information to provide you with this notification until April 13, 2008.

NYIT wanted to inform you of this disclosure, provide you with credit monitoring at no charge, and urge you to take steps to protect yourself from the possibility of identity theft. NYIT deeply regrets that this incident occurred, as does CLG.

As a result of this incident, your information may be misused. To enable you to detect any such misuse, we have arranged for a credit monitoring product at no cost to you. We have partnered with ConsumerInfo.com,® an Experian® company, to provide you with one year of credit monitoring, at no cost to you. This credit monitoring membership known as Triple Advantage<sup>SM</sup> Premium will identify and notify you of key changes in your three national credit reports that may indicate fraudulent activity.

Your complimentary 12 month membership includes:

- Your Experian, Equifax and TransUnion credit reports at sign up
- Monitoring all three credit files with Experian, Equifax and TransUnion – everyday
- Unlimited access to your Experian credit report and credit score
- Email alerts of key changes indicating possible fraudulent activity – within 24 hours
- Monthly "no hit" alerts, if applicable
- Access to dedicated fraud resolution representatives for victims of identity theft
- \$25,000 identity theft insurance provided by Virginia Surety Company, Inc.\*

Northern Boulevard  
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\*Due to New York state law restrictions, identity theft insurance coverage cannot be offered to residents of New York.

You have ninety (90) days to activate this membership, which will then continue for 12 full months. We encourage you to activate your credit monitoring membership without delay.

- To sign up online, please visit <http://www.consumerinfo.com/premium> and follow the instructions. If you sign up online, all credit reports and alerts will be delivered via email.
- To sign up by telephone, dial 866-252-0121. If you sign up by telephone, all credit reports and alerts will be delivered by the US Post Office.

Your Credit Monitoring Access Code:

Please accept NYIT's sincerest apologies and know that we are committed to fully protecting all student information that is entrusted to us. We have set up a dedicated response line at 1-866-252-0121, should you have any additional questions.

Sincerely,

New York Institute of Technology

By:

A handwritten signature in black ink that reads 'Richard Pizer'.

Richard Pizer, Ph.D.

Provost and Vice President for Academic Affairs