

The Kolburne School, Inc.

343 NEW MARLBOROUGH-SOUTHFIELD ROAD
NEW MARLBOROUGH, MASSACHUSETTS 01230-2035
TELEPHONE: (413) 229-8787
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Neil Berger, PhD
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PSYCHIATRIC SERVICES
Shahzad Yamini, MD
HUMAN RESOURCES DIRECTOR
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August 13, 2009

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

Re: The Kolburne School, Inc.
343 NM-Southfield Road
New Marlborough, MA 01230-2035

Dear Attorney General Coakley:

Pursuant to the data notification requirements of M.G.L. c. 93H, I am disclosing the breach of the security of data of 13 Massachusetts resident(s). I was informed by my 401(k) recordkeeper, that the copies of Forms 1099r reports that were included in my company's audit package were inadvertently switched with another client.

There is no reason to believe our information has been or will be used in an inappropriate manner or compromised in any way; however, my 401(k) recordkeeper has provided resources to help protect my employees as much as possible.

My employees have been advised about the steps necessary to place a fraud alert on their credit files. In addition, my employees have been offered credit monitoring services for one year. My payroll processor will pay the cost of this service for each employee who chooses to enroll.

Similar notification has been sent to the Director of Consumer Affairs and Business Regulation.

If you require additional information about this notification, please contact me at 413-229-4139.

Sincerely,

Cheryl Hunt
Chief Financial Officer



1175 John Street
West Henrietta, NY 14586

Equifax Credit Watch™ Gold with 3-in-1 Monitoring

Equifax Credit Watch™ Gold with 3-in-1 Monitoring provides you with an "early warning system" to changes to your credit file and helps you understand the content of your credit file at the three major credit reporting agencies.

The key features of the Equifax Credit Watch™ Gold with 3-in-1 Monitoring are:

- Comprehensive credit file monitoring of your Equifax, Experian, and Trans Union credit reports with daily notification of key changes to your credit files from any of the three agencies
- Wireless alerts and customizable alerts available
- One 3-in-1 Credit Report and unlimited access to your Equifax Credit Report™
- \$1 million in identity theft insurance with \$0 deductible at no additional cost to you **
- 24/7 live customer service to help you understand the content of your Equifax credit information, provide personalized identity theft victim assistance, and initiate investigation of inaccurate information

To enroll, please select one of the following two options:

1.) Equifax has a simple Internet-based verification and enrollment process.

Visit www.myservices.equifax.com/tri

- **Step 1 – Consumer Information:** Complete the form with your contact information (name, address, and e-mail address) and click "Continue." The information is provided in a secured environment.
- **Step 2 – Identity Verification:** Complete the form with your social security number, date of birth, and telephone numbers. Create a username and password, agree to the Terms of Use, and click "Continue." The system will ask you up to two security questions to verify your identity.
- **Step 3 – Payment Information:** During the "check out" process, enter the promotion code, provided at the bottom of this letter, in the "Enter Promotion Code" box. After entering your code, click "Apply Code" and then "Submit Order" at the bottom of the page. This code eliminates the need to provide a credit card number for payment.
- **Step 4 – Order Confirmation:** Click "View My Product" to access your 3-in-1 Credit Report.

2.) To sign up for U.S. Postal Service delivery of the product, dial 866-937-8432 for access to the Equifax Credit Watch automated enrollment process. Note that all credit reports and alerts will be sent to you via U.S. Postal Service only.

- **Promotion Code:** You will be asked to enter your promotion code as shown below.
- **Customer Information:** You will be asked to enter your home telephone number, home address, name, date of birth, and social security number.
- **Permissible Purpose:** You will be asked to provide Equifax with your permission to access your credit file and to monitor your file. Without your agreement, Equifax cannot process your enrollment.
- **Order Confirmation:** Equifax will provide a confirmation number with an explanation that you will receive your Fulfillment Kit via U.S. Postal Service (when Equifax is able to verify your identity) or a Customer Care letter with further instructions (if your identity cannot be verified using the information provided). Please allow up to 10 business days to receive this information.

Promotion Code: 

** Insurance underwritten by member companies of American International Group, Inc. The description herein is a summary only. It does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for complete details of coverage and exclusions. This product is not intended for minors (under 18 years of age).**

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Boston, Massachusetts 02108

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New Marlborough, MA 01230-2035

Dear Attorney General Coakley,

Attached is the required written consumer notice that we sent out in August, on behalf of our 401K recordkeeper, Paychex. This document is in response to your request, so that compliance can be assured, due to the breach of the security of data of 13 Massachusetts residents. If you require additional information, please contact me at 413-229-4139.

Sincerely,


Cheryl Hunt
Chief Financial Officer

Enclosure