

## Security Breach Notification Letter

28 April 2016

Dear Employee:

We are contacting you because we have learned of a serious data security incident that occurred on the afternoon of April 28, 2016, and that involved some of your personal information. The breach involved external phishing which obtained Solano College 2015 W2 information. The information breached contained Social Security Numbers, Names, and Wage and Statutory Benefits information, such as State and Federal Tax, FICA, Medicare, Dependent Care, 403 (b), and 457 (b) amounts, and affected 1,206 current and former employees.

We notified the Solano County Sheriff's Office which is working with the college Information Technology Department and the Solano County Sheriff's Office Computer Crime Task Force in the investigation of this matter.

We are notifying you so you can take action along with our efforts to minimize or eliminate potential harm. Because this is a serious incident, we strongly encourage you to take measures now to help prevent and detect any misuse of your information.

As a first preventive step, we recommend you closely monitor your financial accounts and, if you see any unauthorized activity, promptly contact your financial institution. We also suggest you submit a complaint with the Federal Trade Commission by calling 1-877-ID-THEFT (1-877-438-4338) or online at <https://www.ftccomplaintassistant.gov/>

As a second step, you also may want to contact the three U.S. credit reporting agencies (Equifax, Experian and TransUnion) to obtain a free credit report from each by calling 1-877-322-8228 or by logging onto [www.annualcreditreport.com](http://www.annualcreditreport.com).

Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. A victim's personal information is sometimes held for use or shared among a group of thieves at different times. Checking your credit reports periodically can help you spot problems and address them quickly.

To protect yourself from the possibility of identity theft, California law allows you to **place a security freeze on your credit files**. By placing a freeze, someone who fraudulently acquires your personal identifying information will not be able to use that information to open new accounts or borrow money in your name.

To obtain a security freeze, contact the following agencies:

Equifax: 1-888-298-0045; <https://www.freeze.equifax.com>

TransUnion: Fraud Victim Assistance Department, PO Box 6790, Fullerton CA 92834

Experian: Send an e-mail to [BusinessRecordsVictimAssistance@Experian.com](mailto:BusinessRecordsVictimAssistance@Experian.com)

For more information, see the website for the California Department of Justice – Office of the Attorney General at <https://oag.ca.gov/idtheft/facts/freeze-your-credit>.

If you have further questions or concerns, email us at [securitybreach@solano.edu](mailto:securitybreach@solano.edu). You can also check My Solano at [www.solano.edu](http://www.solano.edu) for updated information.

Sincerely,

Celia Esposito-Noy, Ed.D.  
Superintendent-President