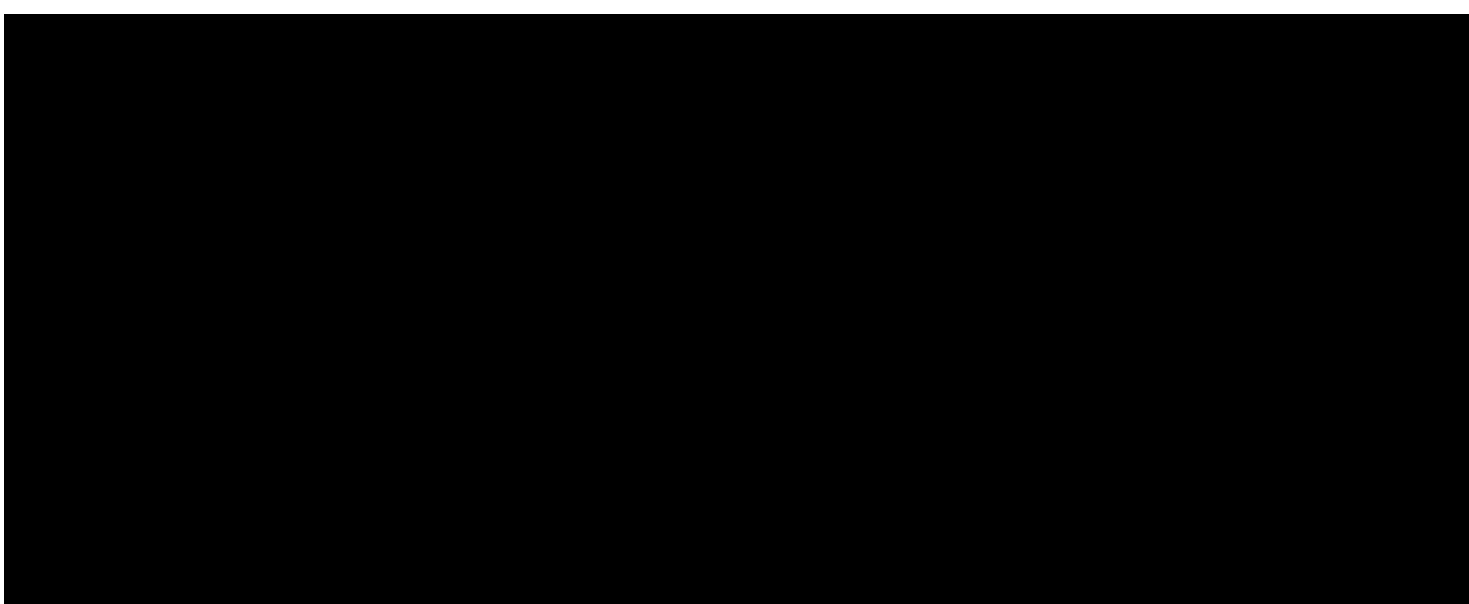




To whom it may concern:

We send this notice pursuant to Md. Code Ann. Comm. Law § 14-3504(h)(1) to provide the following regulatorily-required information:

- On 1/27/23, an employee at The University of Maryland (UMD) erroneously emailed a document with one (1) individual's name, address, and social security number to 23 unauthorized recipients. UMD was notified of the error on 2/13/23. Subsequently, UMD investigated the incident and discussed the erroneous action with the employee that sent the email, including reviewing processes and procedures as well as instruction on appropriate information transfer methods and security awareness.

Pursuant to its obligations under Md. Code Ann. Comm. Law § 14-3504(b)(2), UMD will notify the affected individual via email. Please find the template notification attached.

Thank you,

Joseph Gridley, Esq., CIPP/US, CIPM, FIP
Chief Data Privacy Officer
University of Maryland
Pronouns: he/him/his

Re: Notice of Data Breach and Credit Monitoring Code

Dear <<DATA SUBJECT>>,

The University of Maryland (UMD) values your privacy and the security of your information, which is why we are providing this formal Notice of Data Breach as well as a Credit Monitoring Code.

As you are already aware, a data security incident that involves your personal information occurred on January 27, 2023 when a UMD employee erroneously emailed a document containing your personal information including name, address, and Social Security Number to 23 unauthorized recipients.

UMD deeply regrets that this incident occurred. UMD is conducting a thorough review of the practices and procedures that led to this incident, and we have initiated corrective action, including additional education, for the employee involved in order to prevent the recurrence of such an incident.

We encourage you to remain vigilant by reviewing your account statements and credit reports. If you believe there is any unauthorized charge or other activity on your card, please contact your card issuer immediately. Customers are not responsible for counterfeit charges on their credit or debit cards when they are reported in a timely fashion.

In addition, UMD has arranged with Equifax to provide you with credit monitoring for two years, at no cost to you. Attached, please find an activation code for Equifax's Complete Premier monitoring service and instructions for enrollment. You must enroll by March 31, 2024 to receive this service.

Please also review the additional information below for steps you may take to protect your information:

You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print a copy of the request form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>, or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. **Note that your enrollment in Equifax's Complete Premier service will also provide you with access to this information.** However, for your reference contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

Equifax
(800) 685-1111
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian
(888) 397-3742
www.experian.com
535 Anton Blvd., Suite 100
Costa Mesa, CA 92626

TransUnion
(800) 916-8800
www.transunion.com
P.O. Box 6790
Fullerton, CA 92834

Additionally, you may place a security freeze on your credit file. This will prevent new credit from being opened in your name. A security freeze is designed to prevent potential creditors from

accessing your credit report without your consent. **You must separately place a security freeze on your credit file with each credit reporting agency.**

You may also wish to review the tips provided by the Federal Trade Commission on how to avoid identity theft. For more information, please visit <http://www.ftc.gov/idtheft> or call 1-877-ID-THEFT (877-438-4338). You can also review information provided by the Maryland Attorney General on how to avoid identity theft at <http://www.oag.state.md.us/idtheft>, or by sending an email to idtheft@oag.statemd.us, or calling 410-576-6491.

We take our responsibility to safeguard personal information seriously. We regret any inconvenience or concern this incident may cause you and remain committed to protecting the privacy and security of your personal information. If you have any questions about this situation, please contact us at privacy@umd.edu or (301) 405-2812 Monday through Friday, 9 a.m. through 5 p.m EST.

Sincerely,

Joseph Gridley, Esq., CIPP/US, CIPM, FIP
Chief Data Privacy Officer
University of Maryland
jgridley@umd.edu