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To Whom It May Concern

All Souls Church, Unitarian, is contacting you about a data breach that occurred between June 1, 2023, and June 22, 2023 on the All Souls Church, Unitarian, network. Access was shared with a board officer in error. The social security number and license number of two MD residents were accessed and downloaded to an unauthorized external device or cloud file.

The following actions have been taken by All Souls Church, Unitarian, in response to the breach discovered on June 22, 2023:

- 6.22.2023 - An email was immediately sent to the board officer demanding that they immediately cease accessing the network
- 6.26.23 – An attestation request letter was emailed to the board officer, requiring them to list in detail all files accessed, any information downloaded and retained, and to immediately delete any files retained.
- 6.30.23 – The board officer responded with the detail of his recollection of the files accessed and downloaded.
- 7.13.2023 – The results of a forensic review of the board officer's actions on the network between June 1, 2023, and June 22, 2023, revealed files were accessed, downloaded, and or modified 539 times.
- 8.2.2023 – Notification of the breach is sent to the impacted MD residents, with information regarding credit monitoring and an offer by All Souls Church, Unitarian, to pay for credit monitoring for one year, instruction to immediately review all credit reports, and instruction on placing a freeze on credit reports. The contact information for Equifax, Experian, and TransUnion was provided in the notice.

For more information, please contact me at [executivedirector@allsouls.ws](mailto:executivedirector@allsouls.ws) or 202-517-1463.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Traci'.

Traci Hughes-Trotter, Esquire  
Executive Director  
[All Souls Church, Unitarian](#)  
1500 Harvard Street, NW  
Washington, DC 20009  
(She/Her)  
202-517-1463 Direct Dial



August 2, 2023

[INDIVIDUAL]

[STREET ADDRESS]

[CITY, STATE, POSTAL]

Dear [INDIVIDUAL] --

All Souls is contacting you about a data breach that occurred between June 1, 2023, and June 22, 2023. Access was shared with a board officer in error, and your personal identifying information, including your social security number and license number.

The breach was discovered upon routine review of the Executive Director's electronic files and was immediately contained on June 22, 2023. All Souls has conducted a forensic review of the board officer's actions on the All Souls network and has requested that the individual attest to the files accessed and to confirm that any files downloaded have been deleted. The board officer no longer has access to network folders.

It is recommended that you place a free fraud alert on your credit file. A fraud alert will notify creditors to contact you before they open any new accounts or change your existing accounts. You need only place a fraud alert with a single credit bureau for the alert to attach to all credit bureaus. The fraud alert will remain on your credit report for one year and can be renewed after one year. Please review your credit reports for accounts and inquiries that you do not recognize.

Equifax: [equifax.com/personal/credit-report-services](https://equifax.com/personal/credit-report-services) or 1-800-685-1111

Experian: [experian.com/help](https://experian.com/help) or 1-888-397-3742

TransUnion: [transunion.com/credit-help](https://transunion.com/credit-help) or 1-888-909-8872

All Souls Church, Unitarian, will offer free creditor monitoring for eighteen (18) months. Please contact Traci Hughes-Trotter at [executivedirector@allsouls.ws](mailto:executivedirector@allsouls.ws) or 202-517-1463 for more information.

As required by Maryland state law, All Souls Church, Unitarian, has notified the Office of the Attorney General (Md. Code Ann. Comm. Law 14-3504).

Traci L. Hughes-Trotter  
Executive Director