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August 8, 2023

VIA EMAIL

Attorney General Brian E. Frosh
Office of the Attorney General
Attn: Security Breach Notification
200 St. Paul Place
Baltimore, MD 21202
Email: Idtheft@oag.state.md.us

Re: Notification of Data Security Incident

Dear Attorney General Frosh:

Constangy, Brooks, Smith & Prophete, LLP represents Trustees of Newark Academy (“Newark Academy”), an independent private school based in Livingston, New Jersey, in conjunction with a recent data security incident described in greater detail below. The purpose of this letter is to notify you of the incident in accordance with Maryland’s data breach notification law.

1. Nature of the Security Incident

On April 21, 2023, Newark Academy became aware of suspicious activity within its digital network. Newark Academy immediately took steps to secure the network environment and engaged a cybersecurity firm to conduct an investigation. The investigation determined that an unknown actor gained access to the Newark Academy network and may have obtained certain employee data on or about June 16, 2023. Newark Academy subsequently initiated a comprehensive review of the affected files to determine whether they contained personal information belonging to individuals. After a thorough investigation, on July 3, 2023, Newark Academy determined that certain personal information was involved in the incident and worked diligently to notify these individuals.

2. Type of Information and Number of Maryland Residents Affected

Newark Academy notified two (2) residents of Maryland of this data security incident via first class U.S. mail on August 7, 2023. The information accessed and potentially acquired by the unauthorized actor responsible for this incident may have included name and Social Security number. A sample copy of the notification letter sent to these individuals is included with this correspondence.

3. Steps Taken Relating to the Incident

Newark Academy reported this incident to the Federal Bureau of Investigation's Internet Crime Complaint Center and has cooperated with investigative efforts in an attempt to hold the perpetrator(s) of this incident responsible, if possible. Newark Academy has also implemented additional security features in an effort to prevent a similar incident from occurring in the future. Further, as referenced below Newark Academy has offered all individuals whose information was involved 12 months of complimentary services through Kroll, which includes credit monitoring, dark web monitoring, a \$1 million identity fraud loss reimbursement policy, fully-managed identity theft recovery services, and 90 days access to a call center.

4. Contact Information

Newark Academy remains dedicated to protecting the personal information in its possession. Should you have any questions or need additional information, please do not hesitate to contact me at 941.875.5335 or by e-mail at aweaver@constangy.com.

Best Regards,

/s/ Aubrey Weaver

Aubrey Weaver of CONSTANGY, BROOKS,
SMITH & PROPHETE LLP

Encl.: Consumer Notification Letter Sample

NEWARK ACADEMY

— 1774 —

<<Date>> (Format: Month Day, Year)

<<first_name>> <<middle_name>> <<last_name>> <<suffix>>
<<address_1>>
<<address_2>>
<<city>>, <<state_province>> <<postal_code>>
<<country>>

<<b2b_text_1 (Subject: Notice of Data [Security Incident/Breach])>>

Dear <<first_name>> <<middle_name>> <<last_name>> <<suffix>>,

We are writing to inform you of a data security incident that may have involved your personal information. Trustees of Newark Academy (“Newark Academy”) takes the privacy and security of personal information very seriously. This is why we are notifying you of the incident, providing you with steps you can take to help protect your personal information, and offering you the opportunity to activate in complimentary identity monitoring services.

What Happened? On April 21, 2023, Newark Academy became aware of suspicious activity within its digital environment. Newark Academy immediately took steps to secure its network environment and find out what happened. The investigation revealed that an unknown actor gained access to and may have obtained data from our network. On July 3, 2023, we learned that your information may have been involved in the incident. We are not aware of any misuse of your personal information. Nevertheless, out of an abundance of caution, we are providing you with this notification and complimentary identity monitoring.

What Information Was Involved? The information involved may include your name and your Social Security number.

What We Are Doing. As soon as we discovered the incident, we took the steps referenced above. We also implemented additional security features to reduce the risk of a similar incident occurring in the future. We notified federal law enforcement and will provide whatever cooperation is necessary to hold the perpetrators accountable.

Additionally, we have secured the services of Kroll to provide identity monitoring at no cost to you for one year. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data. Your identity monitoring services include twelve months of Credit Monitoring, Web Watcher, Public Persona, Quick Cash Scan, \$1 Million Identity Fraud Loss Reimbursement, Fraud Consultation, and Identity Theft Restoration.

Visit <https://enroll.krollmonitoring.com> to activate and take advantage of your identity monitoring services.

You have until <<b2b_text_6 (activation date)>> to activate your identity monitoring services.

Membership Number: <<Membership Number s_n>>

For more information about Kroll and your Identity Monitoring services, you can visit info.krollmonitoring.com.

Additional information describing your services is included with this letter.

What You Can Do. Please review this letter carefully, along with the guidance included with this letter about additional steps you can take to help protect your information. You can also activate in the Kroll identity monitoring services, which are offered to you at no cost.

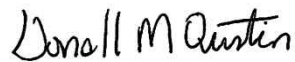
To receive credit monitoring services, you must be over the age of 18 and have established credit in the United States, have a Social Security number in your name, and have a U.S. residential address associated with your credit file.

Please note the deadline to activate in these complimentary services is <<b2b_text_6 (activation date)>>. Please do not discard this letter, as you will need the Membership Number provided above to access services.

For More Information. If you have questions about this letter or need assistance, please call Kroll at (866) 676-4047. Kroll representatives are available Monday through Friday from 8:00 am – 5:30 pm Central Time, excluding major U.S. holidays. Kroll representatives have been fully versed on the incident and can answer questions or concerns you may have to help protect your personal information.

On behalf of Newark Academy, please accept our sincere apologies and know that we deeply regret any concern or inconvenience this matter may cause you.

Sincerely,

A handwritten signature in black ink that reads "Donald M. Austin". The signature is written in a cursive, slightly slanted style.

Donald M. Austin
Head of School
Trustees of Newark Academy

STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity: As a precautionary measure, we recommend you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidents of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

Copy of Credit Report: 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 www.annualcreditreport.com, calling toll-free 1-877-322-8228, 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 also can contact one of the following three national credit reporting agencies:

Equifax

P.O. Box 105851
Atlanta, GA 30348
1-800-525-6285
www.equifax.com

Experian

P.O. Box 9532
Allen, TX 75013
1-888-397-3742
www.experian.com

TransUnion

P.O. Box 1000
Chester, PA 19016
1-800-916-8800
www.transunion.com

Fraud Alert: You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and stays on your credit file for at least one year. The alert informs creditors of possible fraudulent activity within your report and requests the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at www.annualcreditreport.com.

Security Freeze: You have the right to put a security freeze on your credit file for up to one year at no cost. This prevents new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you, including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

Additional Free Resources: You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or Attorney General in your state.

Federal Trade Commission

600 Pennsylvania Ave, NW
Washington, DC 20580
consumer.ftc.gov
1-877-438-4338

Maryland Attorney General

St. Paul Plaza
200 St. Paul Place
Baltimore, MD 21202
marylandattorneygeneral.gov
1-888-743-0023

New York Attorney General

Bureau of Internet and Technology
Resources
28 Liberty Street
New York, NY 10005
ag.ny.gov
1-212-416-8433 / 1-800-771-7755

North Carolina Attorney General

9001 Mail Service Center
Raleigh, NC 27699
ncdoj.gov
1-877-566-7226

Rhode Island Attorney General

150 South Main Street
Providence, RI 02903
<http://www.riag.ri.gov>
riag.ri.gov
1-401-274-4400

Washington D.C. Attorney General

400 S 6th Street, NW
Washington, DC 20001
oag.dc.gov
1-202-727-3400

You also have certain rights under the Fair Credit Reporting Act (FCRA): These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA and your rights pursuant to the FCRA, visit www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf



TAKE ADVANTAGE OF YOUR IDENTITY MONITORING SERVICES

You have been provided with access to the following services from Kroll:

Single Bureau Credit Monitoring

You will receive alerts when there are changes to your credit data—for instance, when a new line of credit is applied for in your name. If you do not recognize the activity, you'll have the option to call a Kroll fraud specialist, who will be able to help you determine if it is an indicator of identity theft.

Web Watcher

Web Watcher monitors internet sites where criminals may buy, sell, and trade personal identity information. An alert will be generated if evidence of your personal identity information is found.

Public Persona

Public Persona monitors and notifies when names, aliases, and addresses become associated with your Social Security number. If information is found, you will receive an alert.

Quick Cash Scan

Quick Cash Scan monitors short-term and cash-advance loan sources. You will receive an alert when a loan is reported, and you can call a Kroll fraud specialist for more information.

\$1 Million Identity Fraud Loss Reimbursement

Reimburses you for out-of-pocket expenses totaling up to \$1 million in covered legal costs and expenses for any one stolen identity event. All coverage is subject to the conditions and exclusions in the policy.

Fraud Consultation

You have unlimited access to consultation with a Kroll fraud specialist. Support includes showing you the most effective ways to protect your identity, explaining your rights and protections under the law, assistance with fraud alerts, and interpreting how personal information is accessed and used, including investigating suspicious activity that could be tied to an identity theft event.

Identity Theft Restoration

If you become a victim of identity theft, an experienced Kroll licensed investigator will work on your behalf to resolve related issues. You will have access to a dedicated investigator who understands your issues and can do most of the work for you. Your investigator will be able to dig deep to uncover the scope of the identity theft, and then work to resolve it.

Kroll's activation website is only compatible with the current version or one version earlier of Chrome, Firefox, Safari and Edge.

To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file.