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February 3, 2025

VIA EMAIL

Office of the Attorney General
Identity Theft Unit
200 St. Paul Place
Baltimore, MD 21202
IDTheft@oag.state.md.us

Dear Attorney General Brown,

We represent Sandy Spring Museum with respect to a data security incident involving personal information as described below. Sandy Spring Museum is history museum located in Sandy Spring, Maryland. Sandy Spring Museum takes the security of the information in its control seriously and is committed to answering any questions you may have regarding this event.

1. Nature of security incident

On or around January 16, 2025, Sandy Spring Museum discovered suspicious activity on its systems. Sandy Spring Museum immediately disconnected these systems, began an investigation, and engaged independent computer forensic experts to assist. While the investigation remains active, it appears that an unauthorized individual gained access to Sandy Spring Museum systems for a limited period of time. While the investigation has not yet determined that files containing personal information were accessed, Sandy Spring Museum notified employees and provided credit monitoring out of an abundance of caution.

Impacted information includes names with some combination of the following: addresses, dates of birth, and Social Security numbers.

2. Number of Maryland residents affected

Twenty-three (23) Maryland residents were notified of the incident. Notification letters were sent to potentially affected individuals on February 3, 2025. A copy of the template notification letter is attached as Exhibit A.

3. Steps taken in response to the incident

In response to the incident, Sandy Spring Museum changed passwords, reformatted desktops, and implemented additional restrictions on accessing the network, among other measures. Additionally,

affected individuals were offered 12 months of credit monitoring and identity protection services through IDX.

4. Contact information

Sandy Spring Museum takes the security of the information in its control seriously and is committed to ensuring information within its control is appropriately protected. If you have any questions or need additional information, please do not hesitate to contact me at rhalm@clarkhill.com or (312) 985-5564.

Sincerely,

CLARK HILL

A handwritten signature in cursive script that reads "Richard Halm". The signature is written in dark ink and is positioned above the printed name and title.

Richard Halm
Senior Attorney

cc: Sunaina Ramesh



To Enroll, Please Call:
1-800-939-4170
Or Visit:
[https://app.idx.us/account-
creation/protect](https://app.idx.us/account-creation/protect)
Enrollment Code: [REDACTED]

February 3, 2025

NOTICE OF DATA SECURITY INCIDENT

Dear [REDACTED],

Sandy Spring Museum is writing to inform you of a recent data security incident that may have impacted some of your personal information. As your current employer, Sandy Spring Museum systems contain personal information of yours to facilitate your employment.

Sandy Spring Museum takes the privacy and security of the personal information in its control seriously. This letter contains information about steps you can take to protect your information, and resources Sandy Spring Museum has made available to help you.

What Happened?

On or around January 16, 2025, Sandy Spring Museum discovered suspicious activity on its systems. Sandy Spring Museum immediately disconnected these systems, began an investigation, and engaged independent computer forensic experts to assist. While the investigation remains active, it appears that an unauthorized individual gained access to Sandy Spring Museum systems for a limited period of time. While the investigation has not yet determined that files containing your personal information were accessed, we are providing credit monitoring to our employees out of an abundance of caution.

What Information Was Involved?

Sandy Spring Museum's HR files contain your name, address, date of birth and Social Security number.

What We Are Doing:

Sandy Spring Museum wants to assure you that it is taking steps to minimize the risk of this happening in the future. Since the incident, Sandy Spring Museum changed passwords, reformatted desktops, and implemented additional restrictions on accessing the network, among other measures. In addition, while Sandy Spring Museum is not aware of access to or exfiltration of your data, let alone any misuse of personal information, Sandy Spring Museum is providing you with complimentary credit monitoring and identity protection services at no cost to you through IDX for 12 months.

What You Can Do:

IDX identity protection services include: 12 months of credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, and fully managed id theft recovery services. With this protection, IDX will help you resolve issues if your identity is compromised.

We encourage you to contact IDX with any questions and to enroll in the free identity protection services by calling 1-800-939-4170 or going to <https://app.idx.us/account-creation/protect> and using the Enrollment Code provided above. IDX representatives are available Monday through Friday from 9 am - 9 pm Eastern Time. Please note the deadline to enroll is December 1, 2026.

Again, at this time, there is no evidence that personal information has been misused. However, Sandy Spring Museum encourages you to take full advantage of this service offering. IDX representatives have been fully versed on the incident and can answer questions or concerns you may have regarding protection of your information. Sandy Spring Museum also encourages you to remain vigilant against incidents of identity theft by reviewing bank accounts and other financial statements.

For More Information:

If you have questions regarding the incident, please contact scaporaletti@sandyspringmuseum.org. Protecting personal information remains Sandy Spring Museum's top priority.

Sincerely,

Sandy Spring Museum

Recommended Steps to help Protect your Information

1. Website and Enrollment. Go to <https://app.idx.us/account-creation/protect> and follow the instructions for enrollment using your Enrollment Code provided at the top of the letter.

2. Review your credit reports. We recommend that you remain vigilant by reviewing account statements and monitoring credit reports. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three major credit reporting companies. To obtain a free annual credit report, go to www.annualcreditreport.com or call 1-877-322-8228. You may wish to stagger your requests so that you receive a free report by one of the three credit bureaus every four months.

You should also know that you have the right to file a police report if you ever experience identity fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that you have been a victim. A police report is often required to dispute fraudulent items. You can report suspected incidents of identity theft to local law enforcement or to the Attorney General.

3. Place Fraud Alerts with the three credit bureaus. If you choose to place a fraud alert, we recommend you do this after activating your credit monitoring. You can place a fraud alert at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. The contact information for all three bureaus is as follows:

Credit Bureaus

Equifax Fraud Reporting
1-866-349-5191
P.O. Box 105069
Atlanta, GA 30348-5069
www.equifax.com

Experian Fraud Reporting
1-888-397-3742
P.O. Box 9554
Allen, TX 75013
www.experian.com

TransUnion Fraud Reporting
1-800-680-7289
P.O. Box 2000
Chester, PA 19022-2000
www.transunion.com

It is necessary to contact only ONE of these bureaus and use only ONE of these methods. As soon as one of the three bureaus confirms your fraud alert, the others are notified to place alerts on their records as well.

You will receive confirmation letters in the mail and will then be able to order all three credit reports, free of charge, for your review. An initial fraud alert will last for one year.

Please Note: No one is allowed to place a fraud alert on your credit report except you.

4. Security Freeze. By placing a security 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. You will need to contact the three national credit reporting bureaus listed above to place the freeze. Keep in mind that when you place the freeze, you will not be able to borrow money, obtain instant credit, or get a new credit card until you temporarily lift or permanently remove the freeze. There is no cost to freeze or unfreeze your credit files.

5. You can obtain additional information about the steps you can take to avoid identity theft from the following agencies. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them.

All US Residents: Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW Washington, DC 20580, www.consumer.gov/idtheft, 1-877-IDTHEFT (438-4338), TTY: 1-866-653-4261.