



COMMONWEALTH of VIRGINIA
DEPARTMENT OF EDUCATION

TO CERTAIN INDIVIDUALS REGARDING PERSONAL DATA:

This is to notify you of a potential loss of data stored on a flash drive being used to transfer data pursuant to a contract between the Virginia Department of Education (VDOE) and Virginia Tech. We have no evidence that any of the information has been misused or that it is in the possession of any person as a result of this incident. However, we want to inform you that the information contained on this flash drive included your name, social security number (if provided), and birth date. The data are related to individuals served by adult education and literacy programs and individuals who received a high school equivalency certificate in Virginia. These data do not include high school grades, high school transcripts, or test scores.

We advise that you take the following actions to help guard your credit and identity related to this or other potential future incidents.

- Monitor your account statements and credit reports for unusual activity. Identity thieves may hold personal information for a time before using it. Periodic monitoring can help you spot problems and address them quickly.
- Request a free credit report annually from each of the three major credit agencies. Checking your free credit report helps reduce risk from new accounts and may provide early notice of a potential fraud or incident of identity theft. To order your report, visit www.annualcreditreport.com or call toll-free (877) 322-8228.
- Call the credit agency if you do not understand something on your credit report. If you find suspicious activity on your credit report, call your local police or sheriff's office and file a report of identity theft. Keep a copy of the report—you may need it for creditors. You also should file a complaint with the Federal Trade Commission at www.ftc.gov/idtheft or at (877) ID-THEFT (1-877-438-4338).

Place a "fraud alert" on your credit file by contacting one of three major credit reporting agencies so that creditors contact you before opening or changing an account. The service is free and easy to request; when one major credit agency places an alert, it notifies the others to do so, too. *(Please note: you will be asked for your social security number. In general, in other circumstances, you should not give that number out.)*

Equifax
1-888-766-0008
P. O. Box 740241
Atlanta, GA 30374-0241
www.equifax.com

Experian
1-888-397-3741
P. O. Box 9532
Allen, TX 75013
www.experian.com

TransUnion
1-800-680-7289
P. O. Box 6790
Fullerton, CA 92834-6790
www.transunion.com

For further information regarding how you can protect yourself against potential fraud or misuse of your personal information, check the Federal Trade Commission Web site at <http://www.ftc.gov/bcp/edu/microsites/idtheft/>. Helpful information can also be found at the Web site of the Virginia Attorney General: www.oag.state.va.us. Go to "Frequently Asked Questions" and click "Identity Theft."

We regret this incident and any concerns it may raise. The VDOE is serious about the security of personal data. We maintain ongoing and extensive efforts to ensure that personal data are well protected. Please send questions or concerns to the following e-mail address: dataincident@doe.virginia.gov.