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Compliance Officer
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**NORTHWESTERN
COUNSELING**
& SUPPORT SERVICES

July 6, 2011

Dear CLIENT NAME:

Why am I getting this letter?

There has been a security incident at NCSS involving information for 12 open clients. Between June 18th and June 27th a petty cash lockbox containing itemized receipts with your social security number on it came up missing on NCSS property and has not been located. This letter is required under Vermont Security Breach Notification Act.

Prevention Steps We Are Taking:

We are attempting to locate the lock box. We have changed our procedures so that this cannot happen again.

Advice:

Although the petty cash was likely the target, (not social security numbers), please monitor your bank account, credit and debit card statements over the next year or two, and immediately report suspicious activity to your bank or credit union. Also, monitor your credit reports with one of the three credit reporting agencies: *Equifax*, 800-525-6285, (www.equifax.com); *Experian*: 888-397-3742, (www.experian.com); *TransUnion*: 800-680-7289, (www.transunion.com).

If you do find suspicious activity call the Vermont state police at (802) 524-5993. They may advise you to:

1. File a Report of Identity Theft.
2. Place a Fraud Alert with Creditors.
3. Place a Security Freeze on Your Credit Report.

Who to Call if You Have Questions:

If you need further information or assistance you can call NCSS Compliance Officer, Jason Minor at (802) 524-6555 extension 6425. His direct line is (802) 393-6425.

Sincerely,

Jason Minor
Compliance Officer
(802) 393-6425
