



326 South Main Street  
New Castle, Kentucky 40050

Telephone 502.845.8600  
Fax 502.845.8601

To the parent/guardian of a Henry County Public Schools student:

We are contacting you because we have learned of a data security incident that may have involved some of your child's personal information. There is no evidence at this time that the personal information was viewed or taken, but we also cannot say definitively that it was not.

On Monday, May 16, 2016, it was discovered that access rights on a server folder containing unencrypted database files used by our food service department had been misconfigured by the third-party vendor. This misconfiguration allowed the potential for users of the Kentucky Education Network (KEN), which connects districts to each other and the internet, the ability to access the folder and its contents. The database files contained approximately 2,250 student records, including student names, dates of birth and social security numbers. It should be noted that at no point was the folder accessible to the Internet, but only to the KEN, and even then it was not easily discoverable.

Since discovering the potential for a breach existed, district staff immediately corrected the access rights and began an investigation into the cause of the misconfiguration. We also have worked closely with the Kentucky Department of Education to review the security of our network. We are notifying you so you can be alert to possible misuse of your information.

We have advised the three major U.S. credit reporting agencies about this incident and have given those agencies a general report alerting them to the incident occurred. However, we have not provided them personal information of anyone potentially affected by the potential breach.

We have included information on the reverse side explaining actions you can take to minimize or eliminate potential harm. We believe any incident of this type is serious and we strongly encourage you to review this information.

Again, while the misconfiguration involved the potential for access to personal information, there is no evidence that this data was actually viewed or taken. If you have further questions, please contact us via [DataSecurity@henry.kyschools.us](mailto:DataSecurity@henry.kyschools.us), or by calling our Chief Information Officer, Nikkol Bauer, at 502-845-8606.

Sincerely,

Tim Abrams  
Superintendent  
Henry County Public Schools

## Recommendations for Protecting Your Identity

- Submit a complaint with the Federal Trade Commission — you can find “data breach” under the identity theft section of the FTC Complaint Assistant at <https://www.ftc.gov/complaint>, or call 1-877-ID-THEFT (1-877-438-4338).

The Federal Trade Commission  
600 Pennsylvania Avenue, NW  
Washington, DC 20580  
1-877-438-4338  
<http://www.ftc.gov>  
<https://www.identitytheft.gov>

- Closely monitor any financial accounts held in your child’s name. You can also obtain a free credit report from the three credit agencies by logging on to <http://www.annualcreditreport.com> (this is the official site provided by federal law to provide a free credit report on an annual basis). Even if you do not find any suspicious activity initially, the FTC recommends you review your credit reports periodically.
- Kentucky law allows you to place a security freeze on credit files. By placing a 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. However, if you place a 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. To place a freeze, you will need to contact the three U.S. credit reporting agencies. The cost of placing the freeze is no more than \$10 for each credit reporting agency for a total of \$30. However, if you have filed a complaint with the FTC, there may be no charge. The three credit reporting agencies are Equifax, TransUnion and Experian.

Equifax  
P.O. Box 740241  
Atlanta, GA 30374  
1-866-349-5191  
<http://www.equifax.com>

Experian  
955 American Lane  
Schaumburg, IL 60173  
1-888-397-3742  
<http://www.experian.com>

TransUnion  
P.O. Box 2000  
Chester, PA 19016  
1-800-916-8800  
<http://www.transunion.com>

- For more information about steps an individual may take to avoid identity theft, you may also contact the Kentucky Office of the Attorney General.

Kentucky Attorney General’s Office of Consumer Protection  
1024 Capital Center Drive, #200  
Frankfort, Kentucky 40601  
1-855-813-6508 (toll free)  
<http://ag.ky.gov>  
<http://ag.ky.gov/family/consumerprotection/idtheft>