

[Date]

[Name] [Address]

[City, State, Zip]

RE: Important Notice Regarding Possible Disclosure of Private Information Dear [Name]:

The Minnesota Department of Education (MDE) takes seriously its responsibility to protect information about the individuals it serves. I am writing to inform you of a concern about the possible unauthorized access of your student’s private information.

**On Wednesday, May 31, Minnesota IT Services (MNIT) was informed by a third-party vendor of a potential vulnerability with their file transfer service, MOVEit.** That same day, MDE files on a MOVEit server were accessed by an outside entity. As soon as the vulnerability was identified, MNIT and MDE took immediate steps to prevent any further unauthorized access and to ensure the safety and security of their data. Additional steps were taken to investigate and assess the impact of the breach, and to put additional security measures in place.

Data subject to the breach included potentially identifying information including: names, dates of birth, addresses, phone numbers, email aggresses, parent/guardian information, schools attended, and grade level.

**MDE took immediate action to secure the server upon discovery of the breach.** Upon completion of our investigation, you have the right to receive a report on the facts and details of the investigation. If you would like a copy of the report, please contact us to request delivery of the report via mail or email ([MDE.databreach@state.mn.us](mailto:MDE.databreach@state.mn.us)). You may also visit the MDE webpage (<https://education.mn.gov/MDE/about/breach/>) for more information.

**We recommend that you take precautionary measures to protect yourself and your student, such as accessing and monitoring your personal credit reports.** Under federal law, you have the right to receive, at your request, a free copy of your credit report every 12 months from each of the three consumer credit reporting companies. A credit report can provide information about those who have received your credit history within a certain period of time. You may request a free credit report online at [www.annualcreditreport.com](http://www.annualcreditreport.com/) or by telephone at 1-877-322-8228.

When you receive your credit reports, check for any transactions or accounts that you do not recognize. If you see anything you do not understand, call the telephone number listed on the credit report or visit the Federal

Trade Commission’s Web site on identity theft at [http://www.consumer.gov/idtheft/.](http://www.consumer.gov/idtheft/) Additionally, you may wish to ask each of the three credit monitoring agencies to freeze your credit files.

* Equifax: [equifax.com/personal/credit-report-services](https://www.equifax.com/personal/credit-report-services/) or 1-800-685-1111
* Experian: [experian.com/help](https://www.experian.com/help/) or 1-888-397-3742
* TransUnion: [transunion.com/credit-help](https://www.transunion.com/credit-help) or 1-888-909-8872

MDE deeply regrets that this occurred and apologizes for any uneasiness and inconvenience this may cause you. If you have any questions, please contact [MDE.databreach@state.mn.us](mailto:MDE.databreach@state.mn.us).

We will keep you informed of any additional developments that may be of importance to you.

Sincerely,

MDE Legal Services