

Return Mail Processing Center  
P.O. Box 6336  
Portland, OR 97228-6336

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**NOTICE OF <<SECURITY INCIDENT / DATA BREACH>>**

Dear <<Name 1>>:

Mercyhurst University (“Mercyhurst”) writes to notify you of an incident that may affect the privacy of some of your information. This letter provides details of the incident, our response, and steps you may take to better protect against the possible misuse of your information should you feel it is appropriate to do so.

**What Happened?** In 2022, Mercyhurst discovered suspicious activity in its environment. Upon learning this, Mercyhurst immediately launched an investigation to determine the nature and scope of the activity. The investigation, which was conducted with the assistance of third-party forensic specialists, determined that there was unauthorized access to our environment between January 16, 2022 and May 15, 2022. The investigation also determined that an unauthorized actor had the ability to access certain information stored on the network during this period of time. Therefore, Mercyhurst undertook a comprehensive review of the data at risk to assess if any sensitive information could be affected and to whom it related. On January 17, 2023, Mercyhurst completed this review and determined the data contained certain information related to you.

**What Information Was Involved?** Mercyhurst determined the type of information potentially impacted by this incident includes your: name and <<data elements>>.

**What We Are Doing.** Mercyhurst takes the confidentiality, privacy, and security of information in its care seriously. Upon discovery of the incident, we immediately commenced an investigation and took steps to implement additional safeguards and review our policies and procedures relating to data privacy and security.

In an abundance of caution, Mercyhurst is providing you with access to <<CM Length>> months of credit monitoring and identity protection services through Equifax at no cost to you. A description of the services and instructions on how to enroll can be found within the enclosed *Steps You Can Take to Protect Personal Information*. Please note that you must complete the enrollment process yourself as we are not permitted to enroll you in these services.

**What You Can Do.** You can review the enclosed *Steps You Can Take to Protect Personal Information* for general guidance. In addition, you can enroll in the complimentary credit monitoring and identity protection services being offered through Equifax. We also encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity.

**For More Information.** We understand you may have questions about the incident that are not addressed in this letter. If you have questions, or need assistance, please call 888-574-6901, Monday through Friday from 9:00 a.m. to 9:00 p.m. Eastern Time. You may also write to Mercyhurst at 501 E 38th St, Erie, PA, 16546.

Sincerely,

*M. Bollheimer*

Meredith Bollheimer, Esq.  
General Counsel and Vice President for Legal Affairs  
Mercyhurst University