



401 Thomas Run Road
Bel Air, Maryland 21015-1698
410-836-4000 / 410-879-8920

December 17, 2008

The Honorable Douglas F. Gansler
Office of the Attorney General
Attn: Security Breach Notification
200 St. Paul Place
Baltimore, MD 21201

Via Facsimile to (410) 576-6566 and Federal Express

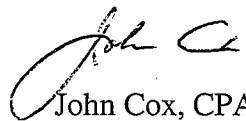
Dear Attorney General Gansler:

This is to notify you of a privacy incident affecting clients of Harford Community College. On December 5, 2008, Harford Community College was advised that a flash drive was misplaced by an employee at its WAGE Connection office in Aberdeen, Maryland. The flash drive contained personally identifying information on seventy (70) Department of Social Services (DSS) clients who are participating in the WAGE Connection programs, many of whom are also Harford Community College students.

We have no reason to believe identity theft was the motive behind the missing flash drive and believe that the probability is low that the information will be acquired and used for an unlawful purpose. However, as we cannot say with certainty that this might not occur, we believe that the prudent thing to do is to notify those whose information has been compromised of the steps to take to protect themselves against the potential that someone might use the information to steal their identity.

We have attached a copy of the notification letter to provide you with more details about the incident as well as the information we are sharing with the seventy (70) DSS clients affected. Please do not hesitate to contact me at (410) 836-4407 if you have questions about this privacy incident or Harford Community College's handling of this matter.

Sincerely,


John Cox, CPA
Vice President

Attachment

December 17, 2008

Dear

On December 5, 2008, a flash drive was misplaced at the WAGE Connection office in Aberdeen. The flash drive contained personally identifying information on 70 DSS customers who are participating in the WAGE Connection programs, many of whom are also Harford Community College students. It has been determined that information personal to you was contained on the lost drive. The compromised information is your name, Social Security Number, and TCA Application information, including notations of special circumstances.

The loss was immediately reported to our internal security staff and to the Department of Social Services, who are now conducting a joint inquiry into the loss.

We believe that the probability is low that the information will be acquired and used for an unlawful purpose. However, we cannot say with certainty that this might not occur. We therefore believe that you should consider taking such actions as are possible to protect against the potential that someone might use the information to steal your identity.

You should be guided by the actions recommended by the Federal Trade Commission (FTC) at its Web site at http://www.consumer.gov/idtheft/con_steps.htm. The FTC urges that you immediately place an initial fraud alert on your credit file. The Fraud alert is for a period of 90 days, during which, creditors are required to contact you before a new credit card is issued or an existing card changed. The site also provides other valuable information that can be taken now or in the future if problems should develop.

Also be aware that you may generally be able to obtain a free credit report one time within a twelve month period from each of the three credit reporting agencies listed below.

- Equifax Credit Information Services, Inc.
P.O. Box 740241
Atlanta, GA 30374
1-888-766-0008

- Experian
1-888-397-3742
www.experian.com

- Transunion
2 Baldwin Place
P.O. Box 2000
Chester, PA 19022
1-800-888-4213

Harford Community College takes this loss very seriously and is reviewing its current policies and practices with a view of determining what must be changed to preclude a similar occurrence in the future. At a minimum, we will be providing additional training to personnel to ensure that they understand that personally identifiable information must at all times be treated in a manner that preserves and protects the confidentiality of the data.

We deeply regret and apologize for any inconvenience and concern this mishap may cause you.

Should you have any questions or need further assistance, please call me at (410) 808-2246.

Sincerely,

Marlene Lieb
Associate Vice President, Continuing Education