



**COLLEGE CENTER FOR  
LIBRARY AUTOMATION**

Notification of Potential Data Exposure Involving Six Florida Colleges

August 10, 2010

We are writing to inform you that personal information of students, faculty, and staff members, as defined by Section 817.5681(5)(a)-(c), Florida Statutes, was temporarily open to online access for a five-day period between May 29 and June 2, 2010. Six of Florida's public colleges, including your institution, were involved and your data may have been exposed.

The College Center for Library Automation (CCLA) provides library management services for Florida's public colleges. CCLA identified this potential exposure on June 23, 2010, and immediately took action to ensure the security of all sensitive information. All online access to the information was removed within 18 hours or less of discovery, and no further access is possible.

CCLA has recently concluded its security investigation of this issue. There is evidence that the data was available for viewing by unauthorized persons, as defined by Section 817.5681(7), Florida Statutes. Therefore, we have an obligation to make you aware of this situation and urge you to take steps to minimize your risk of identity theft.

We recommend that you place a fraud alert on your credit file. A fraud alert tells creditors to contact you before they open any new accounts or change your existing accounts. You can place a fraud alert by calling any one of the three major credit bureaus. As soon as one credit bureau confirms your fraud alert, the others will be notified to place fraud alerts. You can make a request to have all three credit reports sent to you, free of charge, for your review. Following is contact information for the three major credit bureaus:

Equifax  
(800) 525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
(888) 397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
(800) 680-7289  
[www.transunion.com](http://www.transunion.com)

If you find suspicious activity on your credit reports or have reason to believe your information is being misused, contact your local law enforcement office to file a police report. Inform them that CCLA has already filed a report with the Leon County Sheriff's Office Financial Crimes Unit in Tallahassee (Case #2010-140568). Get a copy of any police report that you file; many creditors will request the information it contains to absolve you of any fraudulent debts. You should also file a complaint with the Federal Trade Commission (FTC) at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or at 1-877-ID-THEFT (877-438-4338). Your complaint will be added to the FTC's Identity Theft Data Clearinghouse, where it will be accessible to law enforcers for their investigations.

Protecting your confidential information is a top priority for CCLA, and we have taken steps to avoid any possible recurrence of this incident. We deeply regret any concern or inconvenience that this situation may have caused you.

For more information about this issue, please visit CCLA's Security page at [www.cclaflorida.org/security](http://www.cclaflorida.org/security) or call (877) 506-2210.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Richard Madaus", is written over a light blue horizontal line.

J. Richard Madaus, Ph.D.  
Chief Executive Officer  
College Center for Library Automation  
1753 W. Paul Dirac Drive  
Tallahassee, Florida 32310