



October 1, 2019

Dear Members of the Illinois General Assembly:

This notification is being made under the Illinois Personal Information Protection Act, Section 25 which requires that a notification of a breach of written materials must be reported within five business days of the discovery to the Illinois General Assembly.

On Thursday, September 26, 2019, Northern Illinois University [NIU]'s Division of Information Technology confirmed its detection of a data breach from NIU's College of Education's Department of Special and Early Education [SPEED]. Earlier that week SPEED's Office Manager, instead of emailing a blank Personal Data Form, mistakenly emailed a current employee's completed Personal Data Form to two (2) job applicants. A blank Personal Data Form is appended below for reference.

The personal data breach included:

- First and Last Name
- Social Security Number
- Birthdate
- Direct Deposit information including: Financial Institution, Account Number, Routing Number
- Gender
- Ethnicity
- Citizenship

An Incident Response Team (IRT) was formed according to standard procedures laid out in NIU's Investigation and Information Incident Response Guide and led by NIU's Chief Information Security Officer [CISO].

1. After conducting an investigation to confirm the breach, the CISO notified the University Privacy Officer, the Office of General Counsel, the SPEED Department Chair, and the Dean of NIU's College of Education. In a separate message, the CISO notified the employee responsible for the breach.
2. The College of Education has contacted the two job applicants who mistakenly received the personal data and has asked them to destroy the information.
3. The CISO and his team of Security Analysts will work together with the College of Education to prevent future breaches of this type including, but not limited to, pointing new job applicants to the form's link on the NIU website instead of emailing blank copies.

Written notification of the breach will be sent on Wednesday, October 2, 2019 to the NIU employee whose personal information was inadvertently breached.

NIU is vigorously committed to protecting the personal data of its employees and will continue to implement processes and procedures to avoid such unfortunate incidents in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Streb', written over a rectangular box.

Matthew Streb
Chief of Staff to the President
Northern Illinois University
1425 West Lincoln Highway
DeKalb, Illinois 60115



Northern Illinois University

Human Resource Services

Personal Data Form

<input type="radio"/> New	Employee ID:	SSN:	Effective Date:	
<input type="radio"/> Change/Update				
Name: (Name on your current Social Security Card)		Birth Date (mm/dd/yyyy):	Home Phone: ()	Gender: <input type="radio"/> Male <input type="radio"/> Female
Street/P.O. Box:		City:	State:	Zip Code:

Preferred Name:

Direct Deposit Authorization

I authorize NIU to deposit any amounts owed to me into my account at the following depository institution. I authorize NIU to debit my account only for the purpose of correcting an amount erroneously credited to my account. I understand this authorization will remain in effect until I notify NIU in writing by completing a new Direct Deposit Authorization form.

Financial Institution: _____ (Name) _____ (Address)

Routing#: _____ Checking _____ (Account Number)
 Savings

Note: To view direct deposit pay statements go online to MyNIU / Self Service.

Student Loan Status/Disclosure Education Loan Repayment (DELIR)

Yes **No** Are you currently in default on the repayment of any state educational loan?

Citizenship	Non-Resident Aliens Only	Military Status
<input type="checkbox"/> U.S. CITIZEN <input type="checkbox"/> LAWFUL PERMANENT <input type="checkbox"/> NON-RESIDENT ALIEN	Citizenship Country _____	Visa Type _____
		<input type="checkbox"/> NO MILITARY SERVICE <input type="checkbox"/> ACTIVE RESERVES <input type="checkbox"/> INACTIVE RESERVES
		<input type="checkbox"/> VIETNAM <input type="checkbox"/> OTHER VETERAN <input type="checkbox"/> RETIRED

Highest Educational Level	Ethnic
<input type="checkbox"/> LESS THAN HIGH SCHOOL <input type="checkbox"/> HIGH SCHOOL GRAD/GED <input type="checkbox"/> TECH SCHOOL <input type="checkbox"/> SOME COLLEGE <input type="checkbox"/> 2-YEAR COLLEGE <input type="checkbox"/> BACHELOR'S DEGREE	<input type="checkbox"/> AMERICAN INDIAN / ALASKA NATIVE <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK / AFRICAN AMERICAN <input type="checkbox"/> HISPANIC / LATINO <input type="checkbox"/> NATIVE HAWAIIAN / PACIFIC ISLANDER <input type="checkbox"/> WHITE / CAUCASIAN
<input type="checkbox"/> SOME GRADUATE WORK <input type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> MD, DDS, JD <input type="checkbox"/> DOCTORATE <input type="checkbox"/> POST DOCTORATE	

Education History

Degree	Date	Major	School

Emergency Contact Information

Name	Relationship	Phone: (888) 888-8888
Name	Relationship	Phone: (888) 888-8888

Employee Signature

Employee Signature:	Date:

The social security number is required for the furtherance of operations and business of the University which includes but is not limited to the provision of proper security access and identification.