



Steven Rioux, Superintendent of Schools
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March 10, 2022

Dear Canterbury Families and Faculty,

It has recently been brought to the attention of the administration of the Canterbury Public Schools that a former employee had access to their District assigned email account after the individual's employment ended with the Canterbury Public Schools. It was also brought to my attention that this email account was linked to the transportation supervisor's email account, which means any emails sent to the Canterbury Transportation Supervisor's email account were also forwarded to the former employee's email account. As soon as this information was brought to our attention, access to the impacted account was immediately stopped.

As a result of this, this individual had access to emails, as well as files that were shared via email. It is our belief that the following files and communication may have been accessed:

- Bus Routes containing Directory Information as defined by Board Policy and the Family Educational Rights and Privacy Act- including student names, addresses, and school;
- Parent communications to the transportation department including email and voicemail;
- Communication between staff regarding messages sent to and from the transportation department supervisor; and
- Communications to the transportation department supervisor from third party vendors.

Our initial investigation does not confirm which attachments or files were read or downloaded from the email server. We can only confirm which emails were clicked on and then marked open. Therefore, the possibility does exist that some information was accessed, which is why we are providing this notification to families and staff.

It is believed that the unauthorized access was from May, 17, 2021 through March 3, 2022. During this time any email sent to any of the former employee's email account was subject to unauthorized access. It is believed that the former employee's email was linked to the transportation director email account in 2018, which was dormant until from July 1, 2018 to July 1, 2021. It is believed that the unauthorized access to the email account went undetected as the emails were viewed through an App and not directly through a web browser.

Any individual who may have personally identifiable information exposed, other than the information noted above, will be contacted by the District directly.

We want to offer our sincere apologies for the lapse in our internet security. Additional protocols have been established to create redundancy in confirming when employee accounts are closed. Please feel free to contact my office if you have any additional questions.

Sincerely,

Steve Rioux