

TOWN OF KINGSTON, N. H.

Office of the Select Board

PO Box 716, 163 MAIN STREET
KINGSTON, NEW HAMPSHIRE 03848-0716

February 12, 2026

Via email (DOJ-CPB@doj.nh.gov)

Office of the New Hampshire Attorney General
Consumer Protection & Antitrust Bureau
33 Capitol Street
Concord, NH 03301

Re: Notice of Data Incident

To whom it may concern:

I am writing on behalf of the Town of Kingston (the "Town") to provide notice of a data security incident involving the personal information of up to 78 New Hampshire residents.

On or about January 31, 2026, the Town mailed W-2 forms to employees and former employees using a Quickbooks kit. When doing so, the social security numbers of up to 78 current or former employees may have been visible through the window of the envelopes used to mail the forms.

Upon discovering the incident on or around February 5, 2026, the Town immediately investigated the matter. The Town did not discover evidence that anyone at the postal service viewed the information at issue, but it was not able to determine with certainty that the information was not seen or viewed by anyone. The Town is not aware of any misuse of the information at issue.

The Town has taken steps to help ensure that this incident is not repeated, including implementing a different protocol for mailing W-2 forms.

The Town notified impacted individuals of the incident on or around February 12, 2026 via U.S. Mail, which notice includes information regarding precautionary measures affected individuals can take to help protect their identity and financial accounts, including remaining vigilant by reviewing account statements and monitoring credit reports for suspicious activity, the process for placing fraud alerts and security freezes on their credit

files and obtaining free credit reports, and contact information for the consumer reporting agencies and the Federal Trade Commission. The Town also provided Town contact information that affected individuals can use to contact the Town regarding the incident. A redacted example of a notice letter is attached.

The Town takes the protection of personal information very seriously and is committed to maintaining the privacy and security of personal information in its possession.

Thank you for your time and consideration. If you have any questions please contact me at (603) 642-3342 ext. 103, email: rcarter@kingstonnh.org.

Sincerely,



Robin Carter
Select Board Administrator

Enclosures: Redacted Notice Letter

TOWN OF KINGSTON, N. H.

Office of the Select Board

PO Box 716, 163 MAIN STREET
KINGSTON, NEW HAMPSHIRE 03848-0716

February 12, 2026

Via US Mail

Re: Notice of Data Incident

I am writing to notify you about an incident that may have involved some of your personal information. We take the privacy and security of your personal information very seriously, and I am writing to explain what happened in this situation and the steps we have taken in response.

What Happened:

On or about January 31, 2026, a copy of your W-2 form was inadvertently mailed in a way that *may* have allowed your social security number to be visible through the envelope window. This incident was not the result of a cyberattack or system intrusion.

What Information Was Involved:

Your social security number.

What We Did:

Upon discovering the incident on or around February 5, 2026, we immediately investigated the matter. Although we have not discovered evidence that anyone at the postal service viewed your information, we were not able to determine with certainty that it was not seen by anyone and so we are providing this notice out of an abundance of caution.

We have also taken steps to help ensure that nothing like this happens again, including implementing a different protocol for mailing W-2 forms.

What You Can Do:

Although we are not aware of any misuse of your information at this time, we recommend that you remain vigilant by reviewing account statements and monitoring your credit reports for suspicious activity.

You may obtain a free copy of your credit report from each of the three nationwide credit reporting agencies once every 12 months at www.annualcreditreport.com or by calling 1-877-322-8228.

If you would like to take further action, you may wish to consider doing the following:

- Contacting the three major credit reporting agencies (TransUnion, Equifax, and Experian) to place a fraud alert or credit freeze on your account.
 - **Equifax:** 1-800-685-1111 | www.equifax.com
 - **Experian:** 1-888-397-3742 | www.experian.com
 - **TransUnion:** 1-800-680-7289 | www.transunion.com

- Contact the Federal Trade Commission at www.identitytheft.gov or 1-877-438-4338 for additional information about identity theft prevention.

For More Information:

We sincerely regret that this happened and apologize for any concern it may cause, but we nonetheless wanted to make sure you were informed about what happened. Protecting your information is a responsibility we take very seriously. If you have any questions or would like additional information, please contact Marissa Federico, Finance Officer at (603)642-3342 ext. 101 or mfederico@kingstonnh.org.

Thank you for your understanding.

Sincerely,



Robin Carter
Select Board Administrator
(603)642-3342 ext. 103
rcarter@Kingstonnh.org