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TO: All Beacon Benefits Clients & Partners

RE: 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth

Dear Valued Client,

As you are probably aware by now in September 2008 the Commonwealth of Massachusetts Office of Consumer Affairs and Business Regulation passed 201 CMR 17.00. This regulation is aimed at protecting personal information that businesses store for all residence of the Commonwealth, regardless of business size or industry. The deadline for all businesses to be in compliance with this regulation was March 1, 2010.

Beacon Benefits has always made every effort to ensure that your data and personal information is properly handled and completely secure. We have done a complete analysis of our business practices, risks, policies, and safeguards in conjunction with 201 CMR 17.00. A complete summary of our findings along with our policies, prevention measures, and penalties is available at our main office and by request to those who have a legitimate need to verify our legal compliance.

The technologies and safeguards necessary to properly and securely protect your data will not have a significant impact on how we conduct business with you. The most noticeable change will be how we send personal information through email. All personal information sent through email (attachments included) will be encrypted using some of the highest standards available today. We have chosen ZixCorp as our email encryption provider; they have been a leader in email encryption for over 10 years. If you receive an encrypted message from us, you will receive the notification in your regular email inbox with a link to access the secure message, and then be able to respond securely (including any attachments).

If you have any questions about this new regulation, actions we have taken, or the ways in which it will directly impact you, please feel free to contact us.

Regards,

Bill Clifford
President