



UNITED STATES OF AMERICA  
FEDERAL TRADE COMMISSION  
WASHINGTON, D.C. 20580

Division of Privacy and Identity Protection  
Bureau of Consumer Protection

**SAMPLE LETTER B**

January 19, 2010

Dear \*:

The Federal Trade Commission (FTC) is sending you this letter because at least one computer file containing sensitive personal information from or about your customers and/or employees has been shared from your computer network, or the network of one of your service providers, to a peer-to-peer file sharing (P2P) network. One such file is \*\*\*\*\*. The information is now available to users of the P2P network, who could use it to commit identity theft or fraud. Your failure to prevent such information from being shared to a P2P network may violate laws enforced by federal, state, or local law enforcement agencies.

As the nation's consumer protection agency, the FTC enforces laws that require companies in various industries to implement reasonable and appropriate security measures to protect sensitive personal information, such as Social Security numbers and bank account information, against unauthorized access, and when it has reason to believe companies fail to comply with the laws, brings cases against them. You can find these cases at [www.ftc.gov/privacy/privacyinitiatives/promises\\_enf.html](http://www.ftc.gov/privacy/privacyinitiatives/promises_enf.html).

The FTC is urging you to review your security practices for personal information about your customers and employees, and, if appropriate, the practices of contractors and vendors with access to such information, to ensure that the practices are reasonable, appropriate, and im

information has been exposed by taking appropriate steps to determine which of your files have been shared to P2P networks. You should also consider whether to notify them – and any law enforcement agencies and credit bureaus – of the exposure. Many states and federal regulatory agencies have laws or guidelines about your notification responsibilities in these circumstances.

We also recommend that you read the FTC business guidance on protecting personal information:

- *Peer-to-Peer File Sharing: A Guide For Business* (enclosed)  
[www.ftc.gov/bcp/edu/pubs/business/idtheft/bus46.shtm](http://www.ftc.gov/bcp/edu/pubs/business/idtheft/bus46.shtm)
- *P2P File Sharing: Evaluate the Risks*  
[www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt128.shtm](http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt128.shtm)
- *Protecting Personal Information: A Guide For Business*  
[www.ftc.gov/infosecurity/](http://www.ftc.gov/infosecurity/)

If you have any questions, please call Alain Sheer at (202) 326-3321 or contact us at [P2Pquestions@ftc.gov](mailto:P2Pquestions@ftc.gov).

Sincerely,

Maneesha Mithal  
Associate Director

Enclosure

cc: \*\*\*