



October 19, 2009

To Whom it May Concern,

Minuteman Governance, Inc., a Massachusetts consultancy that provides information security services throughout the private and public sectors, has completed a Data Protection Assessment (Assessment) of The Human Resources Organization (HRO), 45 Lyman Street, Westborough, Massachusetts.

The Assessment revealed that HRO management is aware of all systems, devices, media and storage areas wherein personal information is maintained and has implemented appropriate administrative, technical and physical controls to safeguard this data.

The Assessment revealed that HRO has created a Written Information Security Program (WISP) and has formally designated its Operations Manager to administer the program.

The Assessment revealed that HRO requires all employees to acknowledge, by signature, that they have received, read and understand the program and will adhere to the guidance and prohibitions contained therein. The company has notified all employees that violations of the WISP "may result in disciplinary action, up to and including termination of employment."

In view of the foregoing, I have determined that The Human Resources Organization meets the specific data protection requirements set forth within MGL Ch 93H.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Moynihan".

John Moynihan, CGEIT  
President  
Minuteman Governance, Inc.

**EXPERT IT SECURITY**