

May 13, 2024

«Employee\_First\_Name» «Employee\_Last\_Name»  
«Employee\_Mailing\_Address\_Street»  
«Employee\_Mailing\_Address\_Street\_2nd\_1»  
«Employee\_Mailing\_Address\_City», «Employee\_Mailing\_Address\_State»  
«Employee\_Mailing\_Address\_Zip\_Code»

Re: Notice of Security Incident

Dear «Employee\_First\_Name»,

We are writing to notify you of a recent security incident involving our Oxford Global Resources (“Oxford” or “Company”).

### **What Happened**

Oxford Global Resources (“Oxford”) learned that, on or about February 12, 2024, an Oxford employee inadvertently sent a file containing W2s for Oxford employees to a former consultant in response to a request for the former consultant’s W2. Oxford has since isolated and deleted the file from the recipient’s system, along with the email through which it was issued and confirmed that the file could not be forwarded and opened by unauthorized recipients. Oxford is taking concerted steps to ensure that there is no further dissemination of this information.

We are providing this notice out of an abundance of caution because there was potential access to or acquisition of that information.

### **What Information May Have Been Involved?**

The team investigating this situation found your W2, and therefore your name, Social Security Number, and address, in the file. Though we are still investigating the circumstances of this incident, we have no information at this time that indicates that your personal information has been used in an unauthorized manner or that any additional personal information was involved.

### **What We Are Doing**

Oxford immediately hired a nationally recognized law firm to help it with its investigation and remediation of this incident. Based on this investigation, Oxford was able to isolate and delete the file from the recipient’s system, along with the email through which it was issued. Oxford was also able to confirm that the file could not have been forwarded and opened by unauthorized recipients. Oxford also performed searches of the dark web and has not found any indication that any of the impacted personal information has made its way to the dark web. These efforts remain ongoing.

Even though we are currently unaware of fraud or misuse concerning your personal information, in an abundance of caution, we are offering you complimentary credit monitoring and identity restoration services described in this letter.

## What You Can Do to Protect Yourself

Even though we are currently unaware of fraud or misuse concerning your personal information, as an added precaution we are offering you 12-months of complimentary credit monitoring service provided by TransUnion, one of the three nationwide credit reporting companies.

If you choose to enroll in this credit monitoring service, Transunion will, among other things, scan your credit files at the three national credit reporting agencies - Equifax, Experian and TransUnion – and alert you of certain changes. Monitoring all three credit agencies for changes is important because each agency operates separately from one another, and the information they receive and include in your credit report could be different. With Transunion, you will also receive unlimited, toll-free access to identity protection specialists who are available to assist in the event you have questions or experience a change to your credit. For additional information regarding this service and instructions to enroll, please refer to the enclosed instruction sheet.

It is important that you remain vigilant in monitoring for incidents of fraud and identity theft. Should you notice suspicious activity on any of your accounts, you should immediately notify the company that maintains that account. Additionally, you should also report any fraudulent activity or any suspected incidents of identity theft to the proper law enforcement authorities. Further, you can follow the steps recommended by the Federal Trade Commission to protect yourself from identity theft. The FTC's website offers helpful information at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft). The FTC can also be contacted by calling (877) 438-4338 or by writing to them at 600 Pennsylvania Avenue, Washington, DC 20580.

You can obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting agencies. A credit report is free of charge once every 12 months. To order your credit report, please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 1-877-322-8228. Alternatively, contact information for the three nationwide credit reporting agencies is listed below.

Equifax  
1-888-378-4329  
[www.equifax.com](http://www.equifax.com)

Experian  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion(FVAD)  
1-800-888-4213  
[www.transunion.com](http://www.transunion.com)

Additionally, you may place a freeze on your credit reports. A freeze prevents the credit reporting agencies from releasing information contained in your credit report without your express authorization. If you wish to freeze your credit report with all three of the credit reporting agencies, you must send a separate request to each agency. To place a security freeze, you must provide your full name; date of birth; address history for the past two years; and social security number. There shall be no charge for a security freeze.

**For More Information**

Please direct any questions you may have regarding this letter, or the incident itself, to [myprivacy@oxfordcorp.com](mailto:myprivacy@oxfordcorp.com).

We will provide additional updates as more information is known.

Sincerely,

*/s/ Rebecca Ferrante*

Rebecca Ferrante

## Credit Monitoring Instruction Sheet

To enroll in this service and start monitoring your personal information, go directly to the Cyberscout website at <https://bfs.cyberscout.com/activate> and in the space referenced as “Enter Activation Code”, enter the following 12-letter Activation Code «**Token**» and follow the three steps to receive your credit monitoring service online within minutes.

Once you are enrolled, you will be able to access Single Bureau Credit Monitoring/Single Bureau Credit Report/Single Bureau Credit Score services at no charge. These services provide you with alerts for 24 Months from the date of enrollment when changes occur to your credit file. This notification is sent to you the same day that the change or update takes place with the bureau. These services will be provided by Cyberscout, a TransUnion company specializing in fraud assistance and remediation services. The service also includes the ability to lock and unlock your TransUnion credit report and up to \$1,000,000 in identity theft insurance with no deductible. (Certain policy limitations and exclusions may apply.)

You can sign up for the credit monitoring anytime between now and August 11, 2024. Due to privacy laws, we cannot register you directly. Please note that credit monitoring services might not be available for individuals who do not have a credit file with TransUnion, Experian and Equifax or an address in the United States (or its territories) and a valid Social Security number, or are under the age of 18. Enrolling in this service will not affect your credit score.

If you have questions about your credit monitoring benefits, need help accessing your credit report, or passing identity verification, please contact the Customer Service Team toll-free at: 1-877-432-7436.