

INSERT LOGO

7850 Haskell Avenue
Van Nuys, CA 91406

<<Date>>

<<First Name>> <<Last Name>>

<<Address1>>

<<Address2>>

<<City>>, <<State>> <<Zip Code>>

To Enroll, Please Call: 1-8xx-xxx-xxxx Or Visit: [URL] Enrollment Code: [CODE]

Subject: Notice of Data <<"Breach" or "Security Incident," depending on jurisdictional requirements>>

Dear <<First Name>> <<Last Name>>:

I am writing to inform you of a data security incident Apprentice & Journeymen Training Trust Fund of Southern California ("A&J") recently experienced and which may have involved your personal information. The privacy and security of your personal information is of utmost importance to A&J. That is why I am writing to inform you of this incident, provide you with steps you can take to protect your personal information, and offer you complimentary credit monitoring services.

What Happened? A&J recently detected unusual activity involving one of its employee's email accounts. Upon detecting the potential incident, we took immediate steps to contain the incident and launched an investigation to determine whether it involved any unauthorized access to or acquisition of personal information. Our investigation included retaining a digital forensics firm to assist. On January 5, 2021, we determined that, on or around October 16, 2020, your personal information could have been impacted in the incident. We therefore are notifying you of the incident, providing you with steps you can take to protect your personal information, and offering you complimentary credit and identity monitoring services.

What Information Was Involved? The information that may have been affected includes your name and <<affected data sets>>.

What Are We Doing? As soon as we discovered this incident, we took the measures referenced above. We also implemented enhanced security measures to better safeguard personal information in our possession and to help prevent a similar incident from occurring in the future. Out of an abundance of caution, we are also offering you complimentary credit monitoring services for <<12/18/24>> months through Kroll, an industry leader in identity monitoring services. The specific services include credit monitoring, fraud consultation, and identity theft restoration. Additional information about your services is included with this letter.

What You Can Do? You can follow steps on the following page to further protect your personal information. We recommend that you activate the complimentary services that we are offering for <<12/18/24>> months through Kroll. You can enroll in the services online by visiting <<IDMonitoringURL>> and using the membership number: <<Member ID>>. To receive credit monitoring services, you must be over the age of 18, have established credit in the United States, have a Social Security number in your name, and have a U.S. residential address associated with your credit file. Please be advised that you must activate your services on or before <<date>>.

For More Information: More information about steps you can take to protect your personal information appears on the following page. If you have questions or need assistance, please call <<number>>, Monday through Friday from X:XX a.m. to X:XX p.m. Pacific Standard Time, excluding major U.S. holidays.

The privacy and security of your personal information is of utmost importance to A&J, and we regret any worry or inconvenience that this may cause.

Sincerely,

<<Signature>>

Preston Riehl
Chief Executive Officer
Apprentice & Journeymen Training Trust Fund of Southern California

STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR INFORMATION

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity: As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

Copy of Credit Report: You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. You also can contact one of the following three national credit reporting agencies:

TransUnion

P.O. Box 1000
Chester, PA 19016
1-800-916-8800
www.transunion.com

Experian

P.O. Box 9532
Allen, TX 75013
1-888-397-3742
www.experian.com

Equifax

P.O. Box 740241
Atlanta, GA 30374
1-800-685-1111
www.equifax.com

Free Annual Report

P.O. Box 105281
Atlanta, GA 30348
1-877-322-8228
annualcreditreport.com

Fraud Alert: You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

Security Freeze: You have the right to put a security freeze on your credit file. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. There is no charge to place, lift or remove the security freeze. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

Additional Free Resources: You can obtain information from the consumer reporting agencies, the FTC or from your respective state Attorney General about steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

Federal Trade Commission

600 Pennsylvania Ave, NW
Washington, DC 20580
consumer.ftc.gov, and
www.ftc.gov/idtheft
1-877-438-4338

Maryland Attorney General

200 St. Paul Place
Baltimore, MD 21202
oag.state.md.us
1-888-743-0023

North Carolina Attorney General

9001 Mail Service Center
Raleigh, NC 27699
ncdoj.gov
1-877-566-7226

Rhode Island

Attorney General
150 South Main Street
Providence, RI 02903
<http://www.riag.ri.gov>
401-274-4400

You also have certain rights under the Fair Credit Reporting Act (FCRA), including: to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information, as well as others. For more information about the FCRA, and your rights pursuant to the FCRA, please visit http://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf.

Personal Information of a Minor: You can request that each of the three national credit reporting agencies perform a manual search for a minor's Social Security number to determine if there is an associated credit report. Copies of identifying information for the minor and parent/guardian may be required, including birth or adoption certificate, Social Security card, and government issued identification card. If a credit report exists, you should request a copy of the report and immediately report any fraudulent accounts to the credit reporting agency. You can also report any misuse of minor's information to the FTC at <https://www.identitytheft.gov/>. For more information about Child Identity Theft and instructions for requesting a manual Social Security number search, visit the FTC website: <https://www.consumer.ftc.gov/articles/0040-child-identity-theft>.