



JOHN Q. SAMPLE  
1234 MAIN STREET  
ANYTOWN US 12345-6789

November 28, 2018

## NOTICE OF DATA BREACH

Dear John Sample:

You are receiving this notice because of a data security incident that may have involved some of your personal information. We take our obligation to safeguard your information very seriously, and we deeply regret this occurrence.

### WHAT HAPPENED?

Paylocity contracts with Group 1 Automotive, Inc. to provide payroll services. On November 1, 2018, an incident occurred where certain personal information of some Group 1 Automotive employees was inadvertently and temporarily exposed to the administrator of another Paylocity client. The information was not viewed or otherwise compromised, and we have already taken steps to ensure this will not happen in the future.

### WHAT INFORMATION WAS INVOLVED?

The information inadvertently and temporarily exposed included certain name and social security number information, which was not viewed or otherwise compromised.

### WHAT WE ARE DOING

Paylocity investigated the incident as soon as we learned of it and took immediate action. We are in the process of providing supplemental training to Paylocity employees on the proper handling of personal information in our care. Additionally, Paylocity has taken steps to help systemically prevent messages from being sent to an unintended recipient.

As an added precaution, we have arranged to have AllClear ID protect your identity for 12 months at no cost to you. The following identity protection services start on the date of this notice and you can use them at any time during the next 12 months.



AllClear Identity Repair: This service is automatically available to you with no enrollment required. If a problem arises, simply call 1-877-412-7145 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

AllClear Fraud Alerts with Credit Monitoring: This service offers the ability to set, renew, and remove 90-day fraud alerts on your credit file to help protect you from credit fraud. In addition, it provides credit monitoring services, a once annual credit score and credit report, and a \$1 million identity theft insurance policy. To enroll in this service, you will need to provide your personal information to AllClear ID. You may sign up online at [enroll.allclearid.com](http://enroll.allclearid.com) or by phone by calling 1-877-412-7145 using the following redemption code: Redemption Code.

Please note: Following enrollment, additional steps are required by you in order to activate your phone alerts and fraud alerts, and to pull your credit score and credit file. Additional steps may also be required in order to activate your monitoring options.

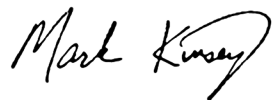
## **WHAT YOU CAN DO**

Although we do not have information indicating that your information has been or may in the future be misused as a result of this incident, we are alerting you so that you can take steps to protect yourself. We encourage you to consider enrolling in the identity theft protection services provided by AllClear ID, described above, and to review the “General Information About Identity Theft Protection” sheet enclosed with this letter. You should always remain vigilant for incidents of fraud and identity theft by regularly reviewing your account statements and credit reports, especially in the next 12 months.

## **FOR MORE INFORMATION**

Paylocity regrets any inconvenience this may cause you. We are committed to taking the necessary steps to regain your trust. Should you have any questions or concerns, please contact us at 1-877-412-7145, Monday through Saturday, 8:00 a.m. – 8:00 p.m. Central Time.

Very truly yours,

A handwritten signature in black ink that reads "Mark Kinsey". The signature is written in a cursive, flowing style.

Mark Kinsey  
Senior Vice President of Operations  
Paylocity Corporation

Enclosures

## GENERAL INFORMATION ABOUT IDENTITY THEFT PROTECTION

You should remain vigilant for incidents of fraud and identity theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity.

**Credit Reports.** Under federal law, you are entitled to one free copy of your credit report every 12 months from each of the three nationwide credit reporting agencies. You may obtain a free copy of your credit report by going to [www.AnnualCreditReport.com](http://www.AnnualCreditReport.com) or by calling (877) 322-8228. You also may complete the Annual Credit Report Request Form available from the FTC at [www.consumer.ftc.gov/articles/pdf-0093-annual-report-request-form.pdf](http://www.consumer.ftc.gov/articles/pdf-0093-annual-report-request-form.pdf), and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

**You may contact the nationwide credit reporting agencies at:**

Equifax	Experian	TransUnion
P.O. Box 105788 Atlanta, GA 30348 <a href="http://www.equifax.com">www.equifax.com</a> (800) 525-6285	P.O. Box 9554 Allen, TX 75013 <a href="http://www.experian.com">www.experian.com</a> (888) 397-3742	P.O. Box 2000 Chester, PA 19016 <a href="http://www.transunion.com">www.transunion.com</a> (800) 680-7289

**You may contact the Federal Trade Commission (FTC) and State Attorneys General Offices.** If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should contact the FTC and/or your state's attorney general office about for information on how to prevent or avoid identity theft.

You can contact the FTC at: **Federal Trade Commission**, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20508, [www.ftc.gov](http://www.ftc.gov), 1-877-IDTHEFT (438-4338).

**For Maryland Residents:** Maryland Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202, [www.oag.state.md.us](http://www.oag.state.md.us), 1-888-743-0023

**For North Carolina Residents:** North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001, [www.ncdoj.com](http://www.ncdoj.com), 1-877-566-7226

**Fraud Alert.** You may place a fraud alert in your file by calling one of the three nationwide credit reporting agencies above. A fraud alert tells creditors to follow certain procedures, including contacting you before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit.

**Place a Security Freeze on your Credit Report.** You also have the right to place a security freeze on your credit report by contacting any of the credit bureaus listed at above. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you may be able to use an online process, an automated telephone line or a written request. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. The consumer reporting agency may charge a fee of up to \$5.00 to place a freeze or lift or remove a freeze and free if you are a victim of identity theft or the spouse of a victim of identity theft, and you have submitted a valid police report relating to the identity theft incident to the consumer reporting agency.

**If you are an Iowa resident,** state law advises you to report any suspected identity theft to law enforcement or to the Iowa Attorney General, Consumer Protection Division, 1305 E. Walnut St., Des Moines, IA 50319, 1-888-777-4590

**If you are a Massachusetts resident,** you have the right to obtain a police report if you are the victim of identity theft.

**If you are a New Mexico resident,** you have certain rights pursuant to the federal Fair Credit Reporting Act (FCRA). For more information about the FCRA, please visit [www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf](http://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf) or [www.ftc.gov](http://www.ftc.gov).



