



Return Mail Processing  
 PO Box 589  
 Claysburg, PA 16625-0589

January 22, 2021

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 ANYTOWN, US 12345-6789



### Notice of Data Breach

Dear Sample,

Arraycon takes the privacy and security of personal information very seriously. We are writing to let you know about a data security incident we recently identified that may have involved some of your personal information. This notice explains the incident, the measures we have taken in response, and the steps you may consider taking to help protect your information.

#### ***What Happened?***

On December 23, 2020, Arraycon received information indicating there may have been unauthorized access to certain Arraycon information technology systems. In response, Arraycon immediately launched an investigation to determine the nature and scope of the incident, and a cybersecurity firm was engaged to assist. Arraycon also notified federal law enforcement.

Our investigation determined that an unauthorized actor gained access to certain systems within the Arraycon environment at various times from approximately December 20, 2020 to January 13, 2021. During this time period, the unauthorized actor appears to have obtained some personnel data from Arraycon’s file management platform.

#### ***What Information Was Involved?***

The data potentially obtained by the unauthorized actor may have included some of your personal information, including your name, date of birth, Social Security number, driver’s license number and/or other government-issued identification number, bank account number, and drug testing results.

#### ***What We Are Doing?***

To help prevent a similar incident from occurring in the future, Arraycon implemented additional security measures designed to enhance the security of our network, systems, and data. Arraycon is also continuing to support federal law enforcement’s investigation.

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## ***What You Can Do***

We wanted to make you aware of the incident and provide you with additional information on steps you may consider taking. As a precaution, **we are offering you a complimentary one-year membership in Experian® IdentityWorks<sup>SM</sup> Credit 3B.** This product helps detect possible misuse of your personal information and provides you with identity protection services focused on immediate identification and resolution of identity theft. IdentityWorks is completely free to you and enrolling in this program will not hurt your credit score. **For more information on IdentityWorks, including instructions on how to activate your complimentary one-year membership, as well as additional steps you may take to help protect your information, please see the additional information provided in the following pages.**

## ***For More Information***

The security of your personal information is important to us, and we sincerely regret that this incident occurred. If you have any questions, please call (877) 890-9284, Monday through Friday from 6 a.m. to 8 p.m. PST, and Saturday and Sunday from 8 a.m. to 5 p.m. PST.

Sincerely,



Rick Lavezzo

CEO

Arraycon LLC

## ACTIVATE IDENTITYWORKS CREDIT 3B NOW IN THREE EASY STEPS

1. ENROLL by: **April 30, 2021** (Your code will not work after this date.)
2. VISIT the **Experian IdentityWorks website** to enroll: <https://www.experianidworks.com/3bcredit>
3. PROVIDE the **Activation Code: ABCDEFGHI**

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at (877) 890-9284 by April 30, 2021. Be prepared to provide engagement number ENGAGEMENT as proof of eligibility for the identity restoration services by Experian.

### ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP:

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.\*
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance\*\*:** Provides coverage for certain costs and unauthorized electronic fund transfers.

If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at (877) 890-9284. If, after discussing your situation with an agent, it is determined that Identity Restoration support is needed, then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that this Identity Restoration support is available to you for one year from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at [www.ExperianIDWorks.com/restoration](http://www.ExperianIDWorks.com/restoration). You will also find self-help tips and information about identity protection at this site.

\* Offline members will be eligible to call for additional reports quarterly after enrolling.

\*\* The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

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**ADDITIONAL STEPS YOU CAN TAKE**

**Free Credit Report.** Regardless of whether you choose to take advantage of the complimentary identity monitoring, it is always advisable to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. If you identify any unauthorized charges on your financial account statements, you should immediately report any such charges to your financial institution. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 1-877-322-8228. You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available from the U.S. Federal Trade Commission’s (“FTC”) website at [www.consumer.ftc.gov](http://www.consumer.ftc.gov)) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. Contact information for the three nationwide credit reporting companies is as follows

<b>Equifax</b>	<b>Experian</b>	<b>TransUnion</b>
Phone: 1-800-685-1111 P.O. Box 740256 Atlanta, Georgia 30348 <a href="http://www.equifax.com">www.equifax.com</a>	Phone: 1-888-397-3742 P.O. Box 9554 Allen, Texas 75013 <a href="http://www.experian.com">www.experian.com</a>	Phone: 1-888-909-8872 P.O. Box 105281 Atlanta, GA 30348-5281 <a href="http://www.transunion.com">www.transunion.com</a>

**Federal Trade Commission 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 immediately contact the Federal Trade Commission and/or the Attorney General’s office in your home state. You may also contact these agencies for information on how to prevent or avoid identity theft. You may contact the Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, [www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/), 1-877-IDTHEFT (438-4338).

**Reporting of identity theft and obtaining a police report.**

You have the right to obtain any police report filed in the United States in regard to this incident. If you are the victim of fraud or identity theft, you also have the right to file a police report.

**If you know or suspect you are a victim of tax-related identity theft, the IRS recommends these steps:**

- Respond immediately to any IRS notice; call the number provided or, if instructed, go to [IDVerify.irs.gov](http://IDVerify.irs.gov).
- Complete IRS Form 14039, Identity Theft Affidavit, if your e-filed return rejects because of a duplicate filing under your SSN or you are instructed to do so. Use a fillable form at [IRS.gov](http://IRS.gov), print, then attach the form to your return and mail according to instructions.
- Continue to pay your taxes and file your tax return, even if you must do so by paper.

If your tax records are not currently affected by identity theft, but you believe you may be at risk, contact the IRS for specialized assistance at 1-800-908-4490.