

Individual Notice Letter- PII was viewed

[Date]

[Name]

[Address]

[City, State Zip]

Dear [Name]:

We are writing to notify you of an incident that may affect the security of your personal information.

On or about September 9, 2013, Update Legal was informed by the San Francisco Police that a suspect in custody was found to be in possession of a smartphone with digital photographs of I-9 forms. Several of these images seemed to have been copies of I-9 forms kept in a filing cabinet maintained by Update Legal in its San Francisco office. I-9 forms are given to, and retained by, Update Legal as part of Update Legal's government mandated employment eligibility verification. We have received no reports of actual fraud related to these images; however, out of an abundance of caution, we are notifying you so you can take steps to protect your information should you feel it is appropriate to do so.

Update Legal takes this matter, and the security of your personal information, very seriously. Upon hearing from the police, Update Legal immediately commenced its own internal investigation into this incident. Update Legal also retained privacy and data security legal counsel to assist with its investigation of, and response to, this incident. Although these investigations are ongoing, we believe that the individual who possessed your I-9 form viewed your personal information, including your name, [Social Security number], [date of birth], [driver's license number], [email address], [passport identification number], [state ID card], [military dependent's ID card], [US Citizen's ID card], [Certification of Birth Abroad], [Birth Certificate], and address.

In an abundance of caution and in order to help safeguard you from misuse of your personal information, we have retained Experian to provide—at no cost to you—a membership for up to one (1) year to its ProtectMyID™ Alert identity monitoring and identity recovery services. This product helps detect possible misuse of your personal information and provides you with superior identity protection services focused on immediate identification and resolution of identity theft. Follow the instructions below to enroll and receive these services:

1. **ENSURE** that you enroll by: XXXXXXXX XX, 2013.
2. **VISIT** the ProtectMyID™ Web Site: <http://protectmyid.com/redeem>, or call 877-371-7902 to enroll.
3. **PROVIDE** your activation code: XXXXXXXXXXXX.

Once your ProtectMyID™ membership is activated, your credit reports will be monitored daily for 50 leading indicators of identity theft. You will also receive timely Credit Alerts from ProtectMyID™ on any key changes in your credit reports which could include new inquiries, new credit accounts, medical collections and changes to public records.

ProtectMyID™ provides you with powerful identity protection that will help detect, protect and resolve potential identity theft. In the case that identity theft is detected, ProtectMyID™ will assign a dedicated U.S.-based Identity Theft Resolution Agent who will walk you through the process of fraud resolution from start to finish for seamless service. You will also receive ExtendCARE™, which provides you with the same high-level of Fraud Resolution support even after your ProtectMyID™ membership has expired.

Your complimentary 12-month ProtectMyID™ membership includes:

- **Credit Report:** A free copy of your Experian credit report.

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- **Daily Credit Monitoring:** Alerts you of suspicious activity including new inquiries, newly opened accounts, delinquencies, or medical collections found on your Experian, Equifax, and TransUnion credit reports.
- **Identity Theft Resolution:** If you have been a victim of identity theft, you will be assigned a dedicated, U.S.-based Experian Identity Theft Resolution Agent who will walk you through the fraud resolution process, from start to finish.
- **ExtendCARE:** Full access to the same personalized assistance from a highly-trained Fraud Resolution Agent even after your initial ProtectMyID™ membership expires.
- **\$1 Million Identity Theft Insurance:** As a ProtectMyID™ member, you are immediately covered by a \$1 Million insurance policy that can help you cover certain costs including lost wages, private investigator fees, and unauthorized electronic fund transfers.

Once your enrollment in ProtectMyID™ is complete, you should carefully review your credit report for inaccurate or suspicious items. If you have any questions about ProtectMyID™, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 1-877-371-7902.

To further protect against possible identity theft or other financial loss, we encourage you to remain vigilant, to review your account statements, and to monitor your credit reports for suspicious activity. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below. Information regarding security freezes is also available from these agencies.

Equifax
P.O. Box 105069
Atlanta, GA 30348
800-525-6285
www.equifax.com

Experian
P.O. Box 2002
Allen, TX 75013
888-397-3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19022-2000
800-680-7289
www.transunion.com

You can also further educate yourself regarding identity theft, security freezes, and the steps you can take to protect yourself, by contacting the Federal Trade Commission. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, www.ftc.gov/bcp/edu/microsites/idtheft/, 1-877-ID-THEFT (877-438-4338); TTY: 866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can also obtain further information on how to file such a complaint by way of the contact information listed above. Instances of known or suspected identity theft should also be reported to law enforcement.

We have established a confidential privacy line, staffed with professionals trained in credit and identity protection and familiar with this incident. If you have any questions regarding the incident or the information in this letter, please contact this confidential privacy line at X-(XXX) XXX-XXXX. This line is available Monday through Friday, 9:00 a.m. to 5:00 p.m. E.S.T.

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We apologize for any inconvenience or concern that this may have caused you.

Very truly yours,

April Pish
Director of Human Resources/Operations
Update, Inc.