

**[[COMPANY]]
LETTERHEAD]**

**[Insert name]
[Insert address]**

Notice of Data Breach

Dear **[Insert name]**,

Areas recently learned of a data incident involving certain personal information contained in forms maintained by Areas in connection with your employment. We are providing this notice to inform you and other potentially affected individuals of the incident and to call your attention to steps you can take to help protect yourself and your personal information. We apologize for any inconvenience or concern this may cause you and we assure you that we are doing everything we can to ensure that it will not happen again.

What Happened

On April 29, 2016, Areas learned it was the target of an email phishing scheme which resulted in unauthorized access to your personal information.

What Information Was Involved

The personal information subject to this incident included name, address, and Social Security number.

What We Are Doing

Immediately upon discovering the phishing scheme, we commenced an investigation to determine the scope of this incident and identify those affected. Our Information Technology department conducted a thorough scan of Areas' systems in an effort to ensure the scheme did not result any additional exposure to personal information and took steps to confirm the integrity of Areas' electronic systems. We have also filed a complaint with the Internet Crime Complaint Center which is co-sponsored by the Federal Bureau of Investigation ("FBI") and the National White Collar Crime Center. Additionally, we have notified the Internal Revenue Service ("IRS") of this incident.

As an added precaution we have arranged for Experian to provide you with 12 months of ProtectMyID credit monitoring and related services at no cost to you. **To receive these services you must enroll with Experian within 60 days of the date of this letter.**

You may contact Experian immediately for purposes of (i) enrolling in the program, (ii) assisting you in learning more about identity theft solutions, and (iii) answering some of your questions regarding the incident. Experian's services help detect possible misuse of your personal information and provide you with identity protection support focused on immediate identification and resolution of identity theft.

Activate ProtectMyID in Three Easy Steps

1. ENSURE **That You Enroll By: [DATE]** (Your code will not work after this date.)
2. VISIT the **ProtectMyID Web Site to enroll: www.protectmyid.com/alert**
3. PROVIDE **Your Activation Code: [CODE]**

If you have questions or need an alternative to enrolling online, please call (877) 297-7780 and provide engagement #: **[NUMBER]**

We treat all sensitive employee information in a confidential manner and are proactive in the careful handling of such information. We continue to assess and modify our privacy and data security policies and procedures to prevent similar situations from occurring.

What You Can Do

To date, we are not aware of any improper use or disclosure of the personal information subject to this incident. Nonetheless, we are sending this advisory to you and other individuals to make you aware of this incident so that you can take steps to protect yourself and minimize the possibility of misuse of your information. In addition to enrolling in the credit monitoring service mentioned above, the attached sheet describes steps you can take to protect your identity, credit and personal information.

For More Information

If you have questions or concerns you should call Experian at **[Insert number]**. You can also contact me at **[Insert Phone Number]**. Again, we apologize for this situation and any inconvenience it may cause you.

Sincerely,

[Insert name and title]

PLEASE TURN PAGE FOR ADDITIONAL INFORMATION

What You Should Do to Protect Your Personal Information

We recommend you remain vigilant and consider taking one or more of the following steps to protect your personal information:

1. Contacting the nationwide credit-reporting agencies as soon as possible to:
 - Add a fraud alert statement to your credit file at all three national credit-reporting agencies: Equifax, Experian, and TransUnion. You only need to contact one of the three agencies listed below; your request will be shared with the other two agencies. This fraud alert will remain on your credit file for 90 days.
 - Remove your name from mailing lists of pre-approved offers of credit for approximately six months.
 - Receive a free copy of your credit report by going to www.annualcreditreport.com.

Equifax
P.O. Box 740256
Atlanta, GA 30374
(800) 525-6285
www.equifax.com

Experian
P.O. Box 9554
Allen, TX 75013
(888) 397-3742
www.experian.com/consumer

TransUnion
P.O. Box 2000
Chester, PA 19022
(800) 888-4213
www.transunion.com

2. If you aren't already doing so, please pay close attention to all bills and credit-card charges you receive for items you did not contract for or purchase. Review all of your bank account statements frequently for checks, purchases or deductions not made by you. Note that even if you do not find suspicious activity initially, you should continue to check this information periodically since identity thieves sometimes hold on to stolen personal information before using it.
3. The Federal Trade Commission ("FTC") offers consumer assistance and educational materials relating to identity theft, privacy issues and how to avoid identity theft. The FTC can be contacted either by visiting www.ftc.gov, www.consumer.gov/idtheft, or by calling (877) 438-4338. If you suspect or know that you are the victim of identity theft, you should contact local police and you also can report this to the Fraud Department of the FTC, who will collect all information and make it available to law-enforcement agencies. Contact information for the FTC is:

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue
NW Washington, DC 20580

4. The IRS also offers Identity Protection: Prevention, Detection and Victim Assistance which can be found at: <https://www.irs.gov/Individuals/Identity-Protection>.
5. Additional details regarding your 12-MONTH ProtectMyID Membership:
 - A credit card is not required for enrollment.
 - Once your ProtectMyID membership is activated, you will receive the following features:
 - Free copy of your Experian credit report
 - Surveillance Alerts for: Daily Bureau Credit Monitoring: Alerts of key changes & suspicious activity found on your Experian credit report.
 - Identity Theft Resolution & ProtectMyID ExtendCARE: Toll-free access to US-based customer care and a dedicated Identity Theft Resolution agent who will walk you through the process of fraud resolution from start to finish for seamless service. They will investigate each incident; help with contacting credit grantors to dispute charges and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; contact government agencies.
 - It is recognized that identity theft can happen months and even years after a data breach. To offer added protection, you will receive ExtendCARE™, which provides you with the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
 - **\$1 Million Identity Theft Insurance**¹: Immediately covers certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.

¹ Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of AIG. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.