4001 W Indian School Road
Phoenix, AZ 85019

<<Mail ID>>
<<Name 1>>
<<Name 2>>
<<Address 1>>
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<<Address 5>>
<<City>><<State>><<Zip>>
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<<Date>>

NOTICE OF DATA BREACH

Dear <<Name 1>>:

We are writing to notify you of a recent incident that may have impacted the security of your personal information. We take the protection and proper use of your information very seriously. While we have no reason to believe that your personal information has been misused, we want to provide you with information about the incident, our response, and steps you may take to better protect against possible misuse of your personal information, should you feel it necessary to do so.

What Happened?

On or about August 30, 2021, we became aware of suspicious activity relating to our IT network/systems. Upon discovery, we worked with third party forensic investigators to investigate the nature and scope of the activity, and the affected IT network/systems. We determined that certain information on one of our system servers was exfiltrated by an unauthorized actor. In response, we conducted a deliberate and thorough assessment of the information impacted during this event and to whom that information pertained. On October 13, 2021, we confirmed that information relating to you may have been impacted by this event. While we are unaware of any actual or attempted malicious use of your information stemming from this incident, we take the security of data we hold very seriously, and are notifying you out of an abundance of caution.

This notification is the result of a thorough investigation by an external third-party firm and has not been delayed as a result of a law enforcement investigation.

What Information Was Involved?

The personal information about certain employees, including their first and last names and Social Security numbers, may have been exfiltrated by an unauthorized actor.

What We Are Doing.

The confidentiality, privacy, and security of personal information within our care is among our highest priorities. Upon learning of the incident, we investigated to determine those individuals who were affected, and secured the compromised file server. We have taken additional steps to improve security and better protect against similar incidents in the future. Out of an abundance of caution, we are also notifying potentially affected individuals, including you, so that you may take further steps to best protect your personal information, should you feel it is appropriate to do so. Although we are unaware of any actual or attempted misuse of your personal information due to this incident, as a safeguard, we have arranged for you to enroll, **at no cost to you**, in an online credit monitoring service (*my*TrueIdentity) for one year provided by TransUnion Interactive, a subsidiary of TransUnion®, one of the three nationwide credit reporting companies.

To enroll in this service, go to the *my*TrueIdentity website at www.mytrueidentity.com and in the space referenced as "Enter Activation Code", enter the following 12-letter Activation Code <<Activation Code>> and follow the three steps to receive your credit monitoring service online within minutes.

If you do not have access to the Internet and wish to enroll in a similar offline, paper based, credit monitoring service, *via* U.S. Mail delivery, please call the TransUnion Fraud Response Services toll-free hotline at **1-855-288-5422**. When prompted, enter the following 6-digit telephone pass code << Insert static 6-digit Telephone Pass Code >> and follow the steps to enroll in the offline credit monitoring service, add an initial fraud alert to your credit file, or to speak to a TransUnion representative if you believe you may be a victim of identity theft. This service includes access to an identity restoration specialist that provides assistance in the event that your identity is compromised.

You can sign up for the online or offline credit monitoring service anytime between now and <<Enrollment Deadline>>. Due to privacy laws, we cannot register you directly. Please note that credit monitoring services might not be available for individuals who do not have a credit file with TransUnion, or an address in the United States (or its territories) and a valid Social Security number. Enrolling in this service will not affect your credit score.

Once you are enrolled, you will be able to obtain one year of unlimited access to your TransUnion credit report and credit score. The daily credit monitoring service will notify you if there are any critical changes to your credit file at TransUnion, including fraud alerts, new inquiries, new accounts, new public records, late payments, change of address and more. The service also includes access to an identity restoration program that provides assistance in the event that your identity is compromised to help you restore your identity and up to $1,000,000 in identity theft insurance with no deductible. (Policy limitations and exclusions may apply.)

What You Can Do.

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, (877) 322-8228. You may also directly contact the three major credit-reporting bureaus listed below to request a free copy of your credit report.

Consumers have the right to place an initial or extended "fraud alert" on a credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a "credit freeze" on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer's express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report. To request a security freeze, you will need to provide the following information:

1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. Addresses for the prior two to five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if you are a victim of identity theft.

Should you wish to place a fraud alert or credit freeze, please contact the three major credit reporting bureaus listed below:

Equifax	**Experian**	**TransUnion**
www.equifax.com	www.experian.com	www.transunion.com
(888) 298-0045	(888) 397-3742	(833) 395-6938
Equifax Fraud Alert, P.O. Box 105069 Atlanta, GA 30348-5069	Experian Fraud Alert, P.O. Box 9554, Allen, TX 75013	TransUnion Fraud Alert, P.O. Box 2000, Chester, PA 19016
Equifax Credit Freeze, P.O. Box 105788 Atlanta, GA 30348-5788	Experian Credit Freeze, P.O. Box 9554, Allen, TX 75013	TransUnion Credit Freeze, P.O. Box 160, Woodlyn, PA 19094

Additional Information.

You may further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission (FTC), or your state Attorney General (AG). The FTC may be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; (877) ID-THEFT (877-438-4338); and TTY: (866) 653-4261. The FTC also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state AG:

For Arizona residents, the Arizona AG may be contacted at: 2005 N Central Ave, Phoenix, AZ 85004-2926; (602) 542-5025; and www.azag.gov.

For California residents, the California AG may be contacted at: 1300 "I" Street, Sacramento, CA 95814-2919; (916) 445-9555; and www.oag.ca.gov.

For Colorado residents, the Colorado AG may be contacted at: 1300 Broadway, 10th Floor, Denver, CO 80203; (720) 508-6000; and www.coag.gov.

For Nevada residents, the Nevada AG may be contacted at: 100 North Carson Street, Carson City, NV 89701; (775) 684-1100; and www.ag.nv.gov.

For New Mexico residents, the New Mexico AG may be contacted at: 408 Galisteo Street, Villagra Building, Santa Fe, NM 87501; (505) 490-4060; and www.nmag.gov.

For Texas residents, the Texas AG may be contacted at: PO Box 12548, Austin, TX 78711-2548; (512) 463-2100; and www.texasattorneygeneral.gov .

We sincerely apologize for this incident and regret any inconvenience it may cause you.

Very truly yours,

/s/

Charles S. Hilsabeck
Corporate Officer
4001 W. Indian School Road
Phoenix, AZ 85019