



c/o GCG  
P. O. Box 10513  
Dublin, OH 43017-1513

September 29, 2017

SMP1000002



Sample Customer  
123 Sample St  
Dublin, OH 43017 1234

### *Notice of Data Breach*

Dear Sample Customer,

At The Online Traffic School (“OLTS”), we value our customers and understand the importance of protecting personal information. OLTS operates a number of websites that offer online traffic school, defensive driving and driver education. We are writing to inform you that we recently identified and addressed a security incident that may have involved your payment card information. This notice describes the incident, measures we have taken, and some steps you can take to further protect your information.

#### *What Happened*

On July 26, 2017, we discovered that an unauthorized individual gained access to part of our computer network that supports the applications and websites that we operate. Upon learning of this, we immediately took steps to block any further unauthorized access, engaged a leading forensic investigation firm to determine what happened and assist us in implementing enhanced security measures, and notified the payment card networks.

#### *What Information Was Involved*

Based on the investigation, we believe that the unauthorized individual may have been able to acquire your name, address, email address, and payment card number and expiration date.

#### *What We Are Doing*

We regret any inconvenience or concern this may have caused. To help prevent this from happening again, we have remediated the vulnerability and implemented additional safeguards.

#### *What You Can Do*

We remind you to remain vigilant to the possibility of fraud by reviewing your account statements for any unauthorized activity. You should immediately report any unauthorized charges to your financial institution because the payment card network rules general state that cardholders are not responsible for fraudulent charges that are timely reported. You should also review the additional information on the following page.

#### *For More Information*

If you have any questions, or you need further assistance, please call (866) 680-8159, Monday through Friday between the hours of 9 a.m. and 5 p.m. Eastern Time.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Huie".

Jay Huie  
Chief Financial Officer

## **MORE INFORMATION ON WAYS TO PROTECT YOURSELF**

We remind you to remain vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. 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. Contact information for the three nationwide credit reporting companies is as follows:

*Equifax*, PO Box 740241, Atlanta, GA 30374, [www.equifax.com](http://www.equifax.com), 1-800-685-1111

*Experian*, PO Box 2002, Allen, TX 75013, [www.experian.com](http://www.experian.com), 1-888-397-3742

*TransUnion*, PO Box 2000, Chester, PA 19016, [www.transunion.com](http://www.transunion.com), 1-800-916-8800

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 state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

*Federal Trade Commission*, Consumer Response Center, 600 Pennsylvania Avenue, NW Washington, DC 20580, 1-877-IDTHEFT (438-4338), [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)



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#### *What Information Was Involved*

Based on the investigation, we believe that the unauthorized individual may have been able to acquire your name, address, email address, and payment card number and expiration date. The unauthorized individual may also have been able to acquire your username and password for our website.

#### *What We Are Doing*

We regret any inconvenience or concern this may have caused. To help prevent this from happening again, we have remediated the vulnerability and implemented additional safeguards.

#### *What You Can Do*

We remind you to remain vigilant to the possibility of fraud by reviewing your account statements for any unauthorized activity. You should immediately report any unauthorized charges to your financial institution because the payment card network rules general state that cardholders are not responsible for fraudulent charges that are timely reported. In addition, if you use the same username and password for any other accounts, we recommend that you change your password there as well. You should also review the additional information on the following page.

#### *For More Information*

If you have any questions, or you need further assistance, please call (866) 680-8159, Monday through Friday between the hours of 9 a.m. and 5 p.m. Eastern Time.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Huie", is placed below the word "Sincerely,".

Jay Huie  
Chief Financial Officer

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