



<<Date>> (Format: Month Day, Year)

<<FirstName>> <<MiddleName>> <<LastName>> <<NameSuffix>>  
<<Address1>>  
<<Address2>>  
<<City>>, <<State>> <<Zip>>

## NOTICE OF DATA BREACH

Dear <<FirstName>> <<MiddleName>> <<LastName>> <<NameSuffix>>,

At Cornerstone Building Brands, Inc. ("Cornerstone"), we are committed to protecting the privacy of your information. We are writing to inform you about an incident involving some of your information. This notice explains the incident, measures we have taken, and steps you can take in response.

### What Happened?

Our ongoing investigation into a security incident determined that an unauthorized person accessed two employees' email accounts. Upon learning of the incident, we immediately took steps to secure the accounts, launched an investigation, and a cybersecurity firm was engaged to assist. Our investigation determined that an unauthorized person accessed the email accounts at various times between April 1, 2019 and April 2, 2019 and may have accessed or viewed certain emails and attachments in the email accounts.

### What Information Was Involved?

We conducted a thorough review of the emails and attachments that may have been accessed or viewed and, on August 16, 2019, determined that the emails or attachments contained some of your personal information, including your <<ClientDef1(Breach Details)>>.

### What You Can Do.

As a precaution, we have arranged for Kroll to provide identity monitoring services at no cost to you for one year. Kroll has experience helping people who have sustained an unintentional exposure of confidential data. Your identity monitoring services include Credit Monitoring, Fraud Consultation, and Identity Theft Restoration. For more information on how to safeguard your identity and Kroll Identity Monitoring, including instructions on how to activate your complimentary one-year membership, please visit the below website.

Visit [krollbreach.idMonitoringService.com](http://krollbreach.idMonitoringService.com) to activate and take advantage of your identity monitoring services.

You have until **December 8, 2019** to activate your identity monitoring services.

Membership Number: <<Member ID>>

### What We Are Doing.

We regret this incident occurred and any inconvenience it may cause. To help prevent a similar incident from occurring in the future, we are providing additional data-security training to employees and enhancing existing security measures.

### For More Information.

If you have any questions, please call 1-833-716-3396, Monday through Friday, from 8:00 a.m. to 5:30 p.m. Central Time.

Sincerely,

Al Stolpe  
Chief Information Officer

## **ADDITIONAL STEPS YOU CAN TAKE**

Regardless of whether you choose to take advantage of the complimentary credit monitoring, we remind you 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. 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:

*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

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

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)

## TAKE ADVANTAGE OF YOUR IDENTITY MONITORING SERVICES

You've been provided with access to the following services<sup>1</sup> from Kroll:

### **Triple Bureau Credit Monitoring**

You will receive alerts when there are changes to your credit data at any of the three national credit bureaus—for instance, when a new line of credit is applied for in your name. If you do not recognize the activity, you'll have the option to call a Kroll fraud specialist, who can help you determine if it's an indicator of identity theft.

### **Fraud Consultation**

You have unlimited access to consultation with a Kroll fraud specialist. Support includes showing you the most effective ways to protect your identity, explaining your rights and protections under the law, assistance with fraud alerts, and interpreting how personal information is accessed and used, including investigating suspicious activity that could be tied to an identity theft event.

### **Identity Theft Restoration**

If you become a victim of identity theft, an experienced Kroll licensed investigator will work on your behalf to resolve related issues. You will have access to a dedicated investigator who understands your issues and can do most of the work for you. Your investigator can dig deep to uncover the scope of the identity theft, and then work to resolve it.

<sup>1</sup> Kroll's activation website is only compatible with the current version or one version earlier of Chrome, Firefox, Safari and Edge. To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file.



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### What You Can Do.

We encourage you to remain vigilant by reviewing your account statements for any unauthorized activity. You should also review the information on the following pages for additional steps you can take in response to the incident.

### What We Are Doing.

We regret this incident occurred and any inconvenience it may cause. To help prevent a similar incident from occurring in the future, we are providing additional data-security training to employees and enhancing existing security measures.

### For More Information.

If you have any questions, please call 1-833-716-3396, Monday through Friday, from 8:00 a.m. to 5:30 p.m. Central Time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Al Stolpe'.

Al Stolpe  
Chief Information Officer

## ADDITIONAL STEPS YOU CAN TAKE

We remind you 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. 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:

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