



C/O ID Experts
PO Box 10444
Dublin, Ohio 43017-4044

To Enroll, Please Call:
(866) 879-5539
Or Visit:
<https://ide.myidcare.com/decisionhr>
Enrollment Code: [XXXXXXXXXX]

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

Date TBD

Notice of Data Breach

Dear <<First_Name>> <<Last_Name>>:

DecisionHR Holdings, Inc. and its subsidiaries (“DecisionHR”) take the security and privacy of information in our care seriously. We are writing to inform you of a recent incident that might have involved your personal information. As discussed below, to address this situation, we are offering one year of identity protection and restoration services, at no cost to you. We apologize for any inconvenience this incident may cause.

What Happened?

We have learned that, between November and December 2017, an unknown third party accessed the corporate email boxes of three DecisionHR employees without authorization. As part of their jobs, the employees received personal information through email from a variety of sources, such as on-the-job accident reports, payroll documents, tax forms, employment forms, and insurance documentation.

What Information Was Involved?

You are receiving this notice because we recently determined that the information in the email boxes accessed without authorization included your <<compromised_info>>. The investigation has been unable to determine whether the unauthorized third party in fact accessed your particular information.

What Are We Doing?

We have taken corrective actions including requiring all system users to change their passwords, disabling web access to email for most users, and requiring two-factor authentication for any remote access to the company’s systems through its virtual private network (VPN). We also have supplemented employee training to reinforce protection of sensitive information.

To ease any concerns you might have about this situation, at no cost to you, we are providing you with one year of credit monitoring and identity protection services through ID Experts, as described below.

What Can You Do?

You can sign up with ID Experts for the services we have arranged for you. ID Experts will help you resolve issues if your identity is compromised. We encourage you to enroll in ID Experts’ MyIDCare by calling (866) 879-5539 or visiting <https://ide.myidcare.com/decisionhr> with your Enrollment Code above. ID Experts’ MyIDCare experts are available at (866) 879-5539 Monday through Friday from 7:00 a.m. to 7:00 p.m. CST (excluding holidays and weekends).

To obtain the services we have arranged, you must enroll with ID Experts on or before <<3 months from mailing>>. Once you are enrolled, services will be available to you for the next 12 months.

For More Information

We are sorry that this incident happened. If you have any questions, please contact us at (866) 879-5539.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Newman', with a long horizontal flourish extending to the right.

Peter Newman
President

State Notification Requirements

All States.

You may obtain a copy of your credit report or request information on how to place a fraud alert or security freeze by contacting any of the national credit bureaus below. It is recommended that you remain vigilant for incidents of fraud and identity theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity.

Equifax	Experian
P.O. Box 740241	P.O. Box 2002
Atlanta, GA 30374	Allen, TX 75013
1-800-685-1111	1-888-397-3742
www.equifax.com	www.experian.com

TransUnion
P.O. Box 2000
1-800-680-7289
Chester, PA 19016 www.transunion.com

You can also obtain information from the Federal Trade Commission about fraud alerts, security freezes, and steps you can take toward preventing identify theft.

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW Washington, DC 20580
1-877-IDTHEFT (438-4338)
www.ftc.gov
www.IdentityTheft.gov/databreach

For residents of Massachusetts and Rhode Island.

It is required by state law that you are informed of your right to obtain a police report if you are a victim of identity theft.

For residents of Connecticut, Massachusetts, Rhode Island, and West Virginia.

You also have the right to place a security freeze on your credit report by contacting any of the credit bureaus listed at above. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent.

To place a security freeze on your credit report, you may be able to use an online process, an automated telephone line or a written request. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law

enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. The consumer reporting agency may charge a fee of up to \$5.00 to place a freeze or lift or remove a freeze and free if you are a victim of identity theft or the spouse of a victim of identity theft, and you have submitted a valid police report relating to the identity theft incident to the consumer reporting agency.

For residents of Iowa, Maryland, Michigan, Missouri, North Carolina, Oregon, and West Virginia.

It is required by state laws to inform you that you may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account.

For residents of Iowa.

State law advises you to report any suspected identity theft to law enforcement or to the Attorney General.

For residents of Oregon.

State laws advise you to report any suspected identity theft to law enforcement, as well as the Attorney General and Federal Trade Commission.

For residents of Illinois, Maryland, Rhode Island and North Carolina.

You can obtain information from your respective state Offices of the Attorney General, about fraud alerts, security freezes, and steps you can take toward preventing identity theft.

Maryland Office of the Attorney General
Consumer Protection Division
200 St. Paul Place
Baltimore, MD 21202
1-888-743-0023 www.oag.state.md.us

Rhode Island Office of the Attorney General
Consumer Protection Unit
(401) 274-4400
<http://www.riag.ri.gov>

North Carolina Office of the Attorney General
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001
1-877-566-7226 www.ncdoj.com