



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

<<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>  
<<address\_1>>  
<<address\_2>>  
<<city>>, <<state\_province>> <<postal\_code>>  
<<country>>

### Notice of Data Breach

Dear <<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>,

We are writing to inform you on behalf of Koeller, Nebeker, Carlson & Haluck, LLP (“KNCH”) about a recent IT security incident that may affect the security of your personal information, including personal health information. At present, we have no conclusive evidence that any of the personal/personal health information at issue was accessed, obtained or used maliciously, or otherwise. However, we take this incident very seriously. Therefore, in an abundance of caution, we want to notify you of the incident, explain what happened and offer you the resources discussed below.

#### What happened?

On February 7, 2023, KNCH became aware of suspicious activity in its network. KNCH stopped the activity the same day and began an investigation. With the help of independent IT forensic investigators, KNCH sought to determine the scope and extent of unauthorized access and whether any sensitive information was affected. In May, the investigation confirmed that data accessible through one user’s device had been subject to unauthorized access. KNCH then identified all data potentially affected and conducted a lengthy per page review of the potentially implicated data to determine the type of data involved and who may be affected. Recently, it was determined that some of your personal information may have been involved in the incident.

#### What information was involved?

The data that may have been subject to access potential by the unauthorized individual was different in individual cases; however, based on our review the following of your information may have been involved in the incident: <<b2b\_text\_1(name, data elements)>><<b2b\_text\_2(data elements cont.)>><<b2b\_text\_3(data elements cont.)>>.

#### What we are doing.

KNCH takes the security of sensitive information very seriously. Upon discovery of this incident, we immediately secured our system and took steps to prevent further unauthorized access. In addition to conducting a thorough investigation into the incident with the help of a qualified third-party IT forensic investigator, we implemented additional safeguards and security measures to enhance the privacy and security of information in our systems and conducted additional security training for staff. KNCH also notified law enforcement. To date, we are unaware of any misuse of the information.

**What you can do.**

Please review the enclosed "Additional Resources" section included with this letter. This section describes additional steps you can take to help protect yourself, including recommendations by the Federal Trade Commission regarding identity theft protection and details on how to place a fraud alert or a security freeze on your credit file.

**For more information.**

If you have questions, please call (866) 846-0298, Monday through Friday from 6:00 a.m. to 3:30 p.m. Pacific Time, excluding major U.S. holidays.

As stated, we take this incident very seriously and we regret any inconvenience this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark D. Newcomb", with a long horizontal stroke extending to the right.

Mark D. Newcomb  
Partner

## ADDITIONAL RESOURCES

Contact information for the three nationwide credit reporting agencies:

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

**Experian**, PO Box 2104, 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), 1-800-888-4213

**Free Credit Report.** It is recommended that you remain vigilant by reviewing account statements and monitoring your credit report for unauthorized activity, especially activity that may indicate fraud and identity theft. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting agencies.

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**.

You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available from the U.S. Federal Trade Commission's ("FTC") website at [www.consumer.ftc.gov](http://www.consumer.ftc.gov)) to:

Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

**For Colorado, Georgia, Maine, Maryland, Massachusetts, New Jersey, Puerto Rico, and Vermont residents:** You may obtain one or more (depending on the state) additional copies of your credit report, free of charge. You must contact each of the credit reporting agencies directly to obtain such additional report(s).

**Fraud Alerts.** There are two types of fraud alerts you can place on your credit report to put your creditors on notice that you may be a victim of fraud—an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least one year. You may have an extended alert placed on your credit report if you have already been a victim of identity theft and you have the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by contacting any of the three national credit reporting agencies.

**Security Freeze.** You have the ability to place a security freeze, also known as a credit freeze, on your credit report free of charge.

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 use an online process, an automated telephone line, or submit a written request to any of the three credit reporting agencies listed above. 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 5 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, and display your name, current mailing address, and the date of issue.

**Federal Trade Commission and State Attorneys General Offices.** 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 home state. You may also contact these agencies for information on how to prevent or minimize the risks of identity theft.

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

**For North Carolina residents:** You may contact the North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001, [www.ncdoj.gov](http://www.ncdoj.gov), 1-877-566-7226.