

August 26, 2014



John Q Sample  
123 Main Street  
Anytown, US 12345-6789

Dear John Q Sample:

Imhoff and Associates, PC (“Imhoff”) is writing to inform you of an incident involving a theft of a backup hard drive that may have contained some of your information.

**What happened?**

During the early morning hours on June 27, 2014, a hard drive containing backup files for one of the firm’s servers was stolen from the locked trunk of an employee’s vehicle. The employee discovered the theft later that day and immediately notified the Santa Monica Police Department. We have been working with law enforcement but, to date, they have been unable to locate the stolen hard drive.

Imhoff also immediately began an internal investigation to determine what information was contained on the hard drive. Working with outside computer forensic experts, we have confirmed that the hard drive may have contained your name, birthday, Social Security number, driver’s license number, and contact information, such as your home address, e-mail and phone number.

**What is Imhoff and Associates doing to protect me?**

Imhoff has no reason to believe that the hard drive was stolen for the information it contained or that your information has been accessed or used in any way. However, as a precaution, we have arranged to have AllClear ID help you protect your identity for 12 months at no cost to you. The following identity protection services will be available to you beginning on the date of this notice, and you can use them at any time during the next 12 months.

AllClear SECURE: The team at AllClear ID is ready to work with you to protect your identity. Because you are receiving this letter, you are eligible to use the AllClear SECURE service if you so choose. If a problem arises, simply call (877) 615-3769 and a dedicated investigator will assist you in attempting to recover financial losses and take steps to help restore your credit and identity to their proper condition. AllClear maintains an A+ rating at the Better Business Bureau.

AllClear PRO: This service offers you additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. If you would like to use the AllClear PRO service, you will need to provide your personal information to AllClear ID. You may sign up for the AllClear PRO service online at [enroll.allclearid.com](http://enroll.allclearid.com) or by phone by calling (877) 615-3769 using the following redemption code: 9999999999.

Please note: Additional steps may be required by you in order to activate your phone alerts.

We also recommend that you carefully check your credit reports for accounts you did not open or for inquiries from creditors you did not initiate. If you see anything you do not understand, call the credit agency immediately. If you find any suspicious activity on your credit reports, call the police. Also, please review the enclosed “Information



about Identity Theft Protection” reference guide on the back of this letter, which 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.

**What is Imhoff and Associates doing to prevent this from happening in the future?**

To help prevent something like this from happening in the future, we are strengthening our internal processes with respect to encryption and enhancing our policies, procedures and staff education regarding the safeguarding of company property and information.

If you have further questions or concerns about this incident, please call **(877) 615-3769**, Monday through Saturday, 8:00 a.m. to 8:00 p.m. Central Standard Time (closed on U.S. observed holidays). We sincerely regret any inconvenience or concern caused by this incident.

Sincerely,



Vincent M. Imhoff  
Managing Director  
Imhoff & Associates, PC

## Information about Identity Theft Protection

We recommend that you regularly review statements from your accounts and periodically obtain your credit report from one or more of the national credit reporting companies. You may obtain a free copy of your credit report online at [www.annualcreditreport.com](http://www.annualcreditreport.com), by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at [www.annualcreditreport.com](http://www.annualcreditreport.com)) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281. You may also purchase a copy of your credit report by contacting one or more of the three national credit reporting agencies listed below.

Equifax  
P.O. Box 740241  
Atlanta, GA 30374-0241  
800-685-1111  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 9532  
Allen, TX 75013  
888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 6790  
Fullerton, CA 92834-6790  
800-916-8800  
[www.transunion.com](http://www.transunion.com)

You should remain vigilant with respect to reviewing your account statements and credit reports, and you should promptly report any suspicious activity or suspected identity theft to us and to the proper law enforcement authorities, including local law enforcement, your state's attorney general, and/or the Federal Trade Commission ("FTC"). You may contact the FTC or your state's regulatory authority to obtain additional information about avoiding and protection against identity theft: 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).

**Fraud Alerts:** There are also two types of fraud alerts that 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 90 days. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with 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 at the toll-free numbers listed below:

Equifax  
877-478-7625

Experian  
888-397-3742

TransUnion  
800-680-7289

**Credit Freezes:** You may have the right to put a credit freeze, also known as a security freeze, on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate a freeze. A credit freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a credit freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. In addition, you may incur fees to place, lift and/or remove a credit freeze. Credit freeze laws vary from state to state. The cost of placing, temporarily lifting, and removing a credit freeze also varies by state, generally \$5 to \$20 per action at each credit reporting company. Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company. Since the instructions for how to establish a credit freeze differ from state to state, please contact the three major credit reporting companies as specified below to find out more information.

Equifax  
P.O. Box 105788  
Atlanta, GA 30348  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 9554  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)

TransUnion  
Fraud Victim Assistance Division  
P.O. Box 6790  
Fullerton, CA 92834-6790  
[www.transunion.com](http://www.transunion.com)

You can obtain more information about fraud alerts and credit freezes by contacting the FTC or one of the national credit reporting agencies listed above.



