

Appendix B: Sample Individual Notice Letter

[DATE]

[FIRST NAME] [LAST NAME]

[ADDRESS]

[CITY], [STATE] [ZIP]

Re: Notice of Data Security Incident

Dear [First Name],

Kronick Moskovitz Tiedemann & Girard (“Kronick”), a full-service law firm serving clients throughout California, was recently the target of a cybersecurity incident. Kronick is writing to inform you that the incident involved some of your personal information.

Kronick services organizations and individuals across a variety of industries, and in the course of its work on behalf of clients, is sometimes provided access to personal information as a part of the client engagement. Kronick receives and utilizes this data solely to provide legal counsel to its clients.

Kronick was in possession of your information due to its work for [Variable Data Field]. This notice explains the incident, steps we have taken in response, and additional information on steps you may take to help protect your information.

What Happened

In August 2024, Kronick discovered unauthorized access to its network from an unknown third party. Once we detected the incident, our team immediately disconnected systems, reset all user passwords, and disabled and reset all service accounts. After learning that the unknown third party claiming responsibility for the incident temporarily posted the data it took from the Kronick network to a website the unknown third party maintains outside the confines of the publicly accessible and indexed Internet, Kronick began an investigation and engaged leading third-party cybersecurity and forensic experts to assist. Kronick also notified law enforcement of the incident.

The investigation confirmed that the unknown third party gained access to certain Kronick internal systems and obtained data from those systems. A thorough review of the affected data was conducted to identify what information was involved and to identify individuals to whom the data related.

What Information Was Involved

The review determined that the data involved contained some of your personal information, including your name, and one or more of the following: [INSERT AFFECTED DATA ELEMENTS]

What We Are Doing

To help prevent a similar type of incident from occurring in the future, Kronick implemented additional security protocols designed to enhance the security of its network, internal systems, and applications. Kronick will also continue to evaluate additional steps that may be taken to further increase its defenses. In addition, Kronick is continuing to support federal law enforcement's investigation into the incident.

What You Can Do

While Kronick is not aware of any evidence that your personal information has been misused, we wanted to make you aware of the incident and provide you with additional information on steps you may consider taking. We encourage you to remain vigilant about protecting your personal information and, as a precaution, **Kronick is offering you complimentary access to Experian credit monitoring for 24 months**. This product helps detect possible misuse of your personal information and provides you with identity protection services focused on immediate identification and resolution of identity theft. This complimentary access is being offered to you by Kronick completely free for 24 months and enrolling in this program will not hurt your credit score.

For more information on Experian, including instructions on how to activate your complimentary 24 month membership, as well as other steps you may take to help protect your personal information, please see the additional information provided in the following pages.

For More Information

Kronick takes the security of your personal information seriously and sincerely regrets that this incident occurred. For more information, or if you have any questions, please call [insert call center phone number], Monday through Friday, between [6:00 a.m. and 6:00 p.m. Pacific Time]. If you have a speech or hearing impairment and use a TTY, call [insert TTY number].

Sincerely,

[Kronick Moskowitz Tiedemann & Girard]

Credit Monitoring Enrollment Information

[insert required product language and enrollment instructions]