

<FirstName> <LastName>

<Address1>

<Address2>

<City><State><Zip>

November X, 2024

Please read this letter in its entirety.

Dear <FirstName> <LastName>,

We write to inform you of a data security incident (“Matter”) that may concern some of your personal information (collectively the “Information”). We are sharing what we know about the Matter, our response to it, and steps you can take to help protect your Information.

What Happened?

On or around March 6, 2024, we learned that an unauthorized third party gained access to a limited number of our systems and may have accessed your information (“Matter”). Upon learning of the Matter, we launched an investigation, engaged an incident response team, worked with law enforcement, and stopped the unauthorized access. Our investigation to date revealed that some data, including your Information, was accessed or acquired, which is why we are notifying you of the Matter.

What Information Was Involved?

The Information that might be impacted includes, if you provided to us:

- First Name and Last Name
- Address
- Social Security Number
- Social Insurance Number

What Are We Doing?

Upon learning of the Matter, we engaged our incident response team and data security professionals to assist in our investigation and ceased any further unauthorized access.

In addition, because we value our relationship, we are providing you with access to twelve (12) months of identity monitoring services, at no cost to you, which includes **Single Bureau Credit Monitoring/Single Bureau Credit Report/Single Bureau Credit Score** services. These services will be provided to you for **twelve (12) months** from the date of activation. These services will be provided by Intelligent Business Concepts (IBC), specializing in notifications, credit monitoring, and call services.

How Do I Activate the No Cost Services?

To enroll in Credit Monitoring services at no charge, please log on to [<<Link to Enter Code>>](#) and follow the instructions provided. When prompted please provide the following unique code to receive services:

<<Enter Activation Code>>

In order for you to receive the monitoring services described above, you must enroll within 90 days from the date of this letter. The enrollment requires an internet connection and e-mail account and may not be available to minors under the age of eighteen (18) years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

What Can You Do?

We encourage you to remain vigilant in reviewing your Information, such as reviewing your account statements, and monitor credit reports for any suspicious activity. We encourage you to activate the identity monitoring services, at no cost to you. Please note that you must activate directly. We are unable to activate these services for you.

For More Information.

IBC representatives should be able to provide thorough assistance and answer most of your questions concerning your enrollment. Should you feel the need to speak with our office regarding this Matter, please call <<IBC Call Center #>>.

We apologize for any inconvenience this may have caused.

Sincerely,

Kevin McCoy
Mity, Inc.

Steps You Can Take To Help Protect Your Information

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity.

Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204). You may also contact the three major credit bureaus directly to request a free copy of your credit report.

You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

Experian P.O. Box 9554 Allen, TX 75013 1-888-397-3742 www.experian.com/freeze/center.html	TransUnion P.O. Box 160 Woodlyn, PA 19094 1-888-909-8872 www.transunion.com/credit-freeze	Equifax P.O. Box 105788 Atlanta, GA 30348-5788 1-800-685-1111 www.equifax.com/personal/credit-report-services
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To request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver’s license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended “fraud alert” on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742

www.experian.com/fraud/center.html

TransUnion

P.O. Box 2000
Chester, PA 19016
1-800-680-7289

www.transunion.com/fraud-victim-resource/place-fraud-alert

Equifax

P.O. Box 105069
Atlanta, GA 30348
1-888-766-0008

www.equifax.com/personal/credit-report-services

Additional Information

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, www.identitytheft.gov, 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.

For more information on identify theft, we suggest that you visit the website of the California Office of Privacy Protection at www.privacy.ca.gov.

For New York residents, the Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; <https://ag.ny.gov/>.