

**FRANKLIN R. NOTO, CPA**  
Return Mail Processing Center  
PO Box 6336  
Portland, OR 97228-6336

<<Mail ID>>  
<<Name 1>>  
<<Name 2>>  
<<Address 1>>  
<<Address 2>>  
<<Address 3>>  
<<Address 4>>  
<<Address 5>>  
<<City>><<State>><<Zip>>  
<<Country>>

<<Date>>

## NOTICE OF DATA BREACH

Dear <<Name1>>:

Please allow this letter to notify you of a data incident involving some of your personal information. You are receiving this letter because you are or were an employee of a company we have performed work for.

We take the privacy and protection of your information very seriously, and we recommend that you closely review the information provided in this letter for steps that you may take to protect yourself against the potential misuse of your information.

### **What Happened?**

On July 27, 2017, a burglar broke into our locked office. Upon discovery that same day, an employee immediately called the police and had the window replaced. The burglar stole various items, including password-protected devices. We immediately began an investigation into the matter, worked with law enforcement, and have hired forensic IT specialists.

I am notifying you of this incident because some of the devices that were stolen contained our password protected accounting software and your information.

### **What Information Was Involved?**

As an employee or former employee of a company we perform payroll processing work for, the password protected information included your: full name, address, and Social Security number.

### **What We Are Doing.**

We immediately began an investigation into the matter working with law enforcement. Further, we have hired forensic IT specialists and are reviewing our office policy and procedures regarding record maintenance to ensure all security measures are taken.

*As an added precaution*, we have also arranged for Equifax® to provide its Credit Watch™ Gold identity theft protection product for one year at no charge to you. A description of this product is provided in the attached material, which also contains instructions about how to enroll (including your personal activation code). If you choose to take advantage of this product, it will provide you with a notification of any changes to your credit information, up to \$25,000 Identity Theft Insurance Coverage and access to your credit report. You must complete the enrollment process by November 30, 2017. We urge you to consider enrolling in this product, at our expense, and reviewing the Additional Resources enclosed with this letter.

**What You Can Do.**

In addition to signing-up for the complimentary credit monitoring we have secured for you, given the nature of the information potentially exposed, we recommend you:

1. Establish free 90 day fraud alerts with the three credit reporting bureaus. Their telephone numbers and websites are:

Equifax P.O. Box 740241 Atlanta, GA 30374 1-888-766-0008 <a href="https://www.alerts.equifax.com/AutoFraudOnline/jsp/fraudAlert.jsp">https://www.alerts.equifax.com/AutoFraudOnline/jsp/fraudAlert.jsp</a>	Experian P.O. Box 2104 Allen, TX 75013 1-888-397-3742 <a href="https://www.experian.com/fraud/center.html">https://www.experian.com/fraud/center.html</a>	TransUnion P.O. Box 2000 Chester, PA 19022 1-800-680-7289 <a href="http://www.transunion.com/fraud-victim-resource/place-fraud-alert">http://www.transunion.com/fraud-victim-resource/place-fraud-alert</a>
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2. If you become a victim or suspect identity theft, file a complaint with the Federal Trade Commission at <https://identitytheft.gov> and with law enforcement. The FTC also provides detailed and specific information about identity theft at their website, which we recommend you review.

Lastly, you are entitled to a free credit report every year from each of these agencies at: [www.annualcreditreport.com](http://www.annualcreditreport.com)

**For More Information.**

Protecting your information is incredibly important to us, as is addressing this incident with the information and assistance you may need. If you have any questions or concerns, please call toll free number 888-454-1135, or write us at 7877 - E Wren Avenue, Gilroy, CA 95020.

Sincerely,



Franklin R. Noto  
*Owner*  
Franklin R. Noto, CPA



Activation Code: <<INSERT Credit Monitoring Code>>

About the Equifax Credit Watch™ Gold identity theft protection product

Equifax Credit Watch will provide you with an “early warning system” to changes to your credit file. Note: You must be over age 18 with a credit file in order to take advantage of the product.

Equifax Credit Watch provides you with the following key features and benefits:

- Comprehensive credit file monitoring and automated alerts of key changes to your **Equifax** credit report
- Wireless alerts and customizable alerts available (available online only)
- Access to your Equifax Credit Report™
- Up to \$25,000 in identity theft insurance with \$0 deductible, at no additional cost to you †
- Live agent Customer Service 7 days a week from 8 a.m. to 3 a.m. to assist you in understanding the content of your Equifax credit information, to provide personalized identity theft victim assistance, and help initiate an investigation of inaccurate information.
- 90 day Fraud Alert placement with automatic renewal functionality\* (available online only)

**How to Enroll: You can sign up online or over the phone**

To sign up online for **online delivery** go to [www.myservices.equifax.com/gold](http://www.myservices.equifax.com/gold)

1. Welcome Page: Enter the Activation Code provided at the top of this page in the “Activation Code” box and click the “Submit” button.
2. Register: Complete the form with your contact information (name, gender, home address, date of birth, Social Security Number and telephone number) and click the “Continue” button.
3. Create Account: Complete the form with your email address, create a User Name and Password, check the box to accept the Terms of Use and click the “Continue” button.
4. Verify ID: The system will then ask you up to four security questions to verify your identity. Please answer the questions and click the “Submit Order” button.
5. Order Confirmation: This page shows you your completed enrollment. Please click the “View My Product” button to access the product features.

To sign up by phone for **US Mail delivery**, dial 1-866-937-8432 for access to the Equifax Credit Watch automated enrollment process. Note that all credit reports and alerts will be sent to you via US Mail only.

1. Activation Code: You will be asked to enter your enrollment code as provided at the top of this letter.
2. Customer Information: You will be asked to enter your home telephone number, home address, name, date of birth and Social Security Number.
3. Permissible Purpose: You will be asked to provide Equifax with your permission to access your credit file and to monitor your file. Without your agreement, Equifax cannot process your enrollment.
4. Order Confirmation: Equifax will provide a confirmation number with an explanation that you will receive your Fulfillment Kit via the US Mail (when Equifax is able to verify your identity) or a Customer Care letter with further instructions (if your identity can not be verified using the information provided). Please allow up to 10 business days to receive this information.

† Identity Theft Insurance underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions. This product is not intended for minors (under 18 years of age)

\* The Automatic Fraud Alert feature made available to consumers by Equifax Information Services LLC and fulfilled on its behalf by Equifax Consumer Services LLC

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I am notifying you of this incident because some of the devices that were stolen contained our password protected accounting software and your information.

### **What Information Was Involved?**

The password protected information included your: full name, address, and Social Security number.

### **What We Are Doing.**

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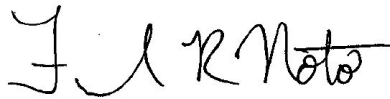
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Dear <<Name1>>:

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We take the privacy and protection of your employees' information very seriously, and therefore wanted to notify you of this incident.

### **What Happened?**

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We are notifying you of this incident because some of the devices that were stolen contained our password protected accounting software and your employees' information.

### **What Information Was Involved?**

As a client we perform payroll processing work for, the password protected information included your employees' full names, addresses, and Social Security numbers.

### **What We Are Doing.**

We immediately began an investigation into the matter working with law enforcement. Further, we have hired forensic IT specialists, we are reviewing our office policy and procedures regarding record maintenance to ensure all security measures are taken, and we are sending letters notifying your potentially affected employees.

### **What You Can Do.**

Given the rise of cyber crimes, we strongly encourage you to regularly review statements from your accounts and remain vigilant doing so. When you receive your statements, review them carefully. Look for charges or demographic changes that you did not initiate or do not recognize.

Further, promptly report any suspicious activity or suspected identity theft to proper law enforcement authorities, including local law enforcement and the Federal Trade Commission (“FTC”). You may contact the FTC to obtain additional information about avoiding 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)

**For More Information.**

Protecting your employees’ information is incredibly important to us, as is addressing this incident with the information and assistance you may need. If you have any questions or concerns, please call (408) 842-0164, or write us at 7877 - E Wren Avenue, Gilroy, CA 95020.

Sincerely,

A handwritten signature in black ink that reads "Franklin R. Noto". The signature is written in a cursive, flowing style.

Franklin R. Noto  
*Owner*  
Franklin R. Noto, CPA



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### **What Information Was Involved?**

As a client we perform payroll processing work for, the password protected information included your employees' full names, addresses, and Social Security numbers, and your company's balance sheets and profit and loss statements.

### **What We Are Doing.**

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A handwritten signature in black ink that reads "Franklin R. Noto". The signature is written in a cursive style with a large initial "F" and "R".

Franklin R. Noto  
*Owner*  
Franklin R. Noto, CPA