



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

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

RE: Notice of Potential Information Security Incident

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

We are writing to let you know about a data security incident involving your personal information. PCL takes the protection of your information very seriously. We are therefore contacting you directly to explain the incident and provide you with steps you can take to protect yourself.

**What Happened**

We were recently informed by our third-party vendor that assists with payroll operations that an unauthorized actor accessed the vendor’s database that stores the personal information of current and former PCL employees. As a result, the unauthorized user may have been able to access the database that contained your personal information. However, we have no direct evidence that your personal information was misused.

Upon learning of the incident, we immediately directed our third-party vendor to remove all current and former PCL employee data from its database. The third-party vendor also began an investigation and engaged a cybersecurity and forensic firm to determine how the security incident occurred and the scope of such incident.

Additionally, PCL hired a leading forensic investigation firm to conduct a search of the dark web in relation to the incident, which advised that it found no evidence of misuse of PCL employees’ personal information.

**What Information Was Involved**

While our investigation is ongoing, we believe that current and former employee’s first and last names, address, personal email address, personal telephone number, pay and withholding information, and Social Security number was contained on the database, which may have been accessed.

**What We Are Doing**

We are notifying you so that you can take immediate action to protect yourself. We take the protection of your information very seriously. We conducted a thorough review of the potentially affected records and continue to review existing policies and procedures designed to attempt to prevent a similar occurrence from happening again. As mentioned, we immediately had all current and former employee data removed from the third-party vendor database. We are also notifying the appropriate regulatory authorities.

In addition, to help protect your identity, we are offering a complimentary **1-year** membership of myTrueIdentity provided by TransUnion Interactive, a subsidiary of TransUnion®, one of the three nationwide credit reporting companies. This product provides you with superior identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information please follow the steps below.

To enroll in this service, go to the myTrueIdentity website at **www.mytrueidentity.com** and in the space referenced as “Enter Activation Code”, enter the following 12-letter Activation Code <<Member ID>> and follow the three steps to receive your credit monitoring service online within minutes.

**PCL CONSTRUCTORS INC.**

9915 – 56 Avenue, Edmonton, Alberta T6E 5L7  
www.pcl.com

You can sign up for the online credit monitoring service anytime between now and <<b2b\_text\_1 (Activation Deadline)>>. Due to privacy laws, we cannot register you directly. Please note that credit monitoring services might not be available for individuals who do not have a credit file with TransUnion, or an address in the United States (or its territories) and a valid Social Security number, or are under the age of 18. Enrolling in this service will not affect your credit score.

Once you are enrolled, you will be able to obtain an initial 3-in-1 credit report and credit scores along with **one year** of unlimited access to your TransUnion credit report and VantageScore® credit score by TransUnion. The daily three-bureau credit monitoring service will notify you if there are any critical changes to your credit files at TransUnion®, Experian® and Equifax®, including fraud alerts, new inquiries, new accounts, new public records, late payments, change of address and more. The service also includes dark web internet identity monitoring, the ability to lock and unlock your TransUnion credit report, access to an identity restoration program that provides assistance in the event your identity is compromised to help you restore your identity and up to \$1,000,000 in identity theft insurance with no deductible. (Certain policy limitations and exclusions may apply.)

If you believe you may be a victim of identity theft, please call the TransUnion Fraud Response Services toll-free hotline at 1-855-288-5422. When prompted, enter the following 6-digit telephone pass code <<b2b\_text\_2 (6-digit Telephone Pass Code)>> to speak to a TransUnion representative about your identity theft issue.

### **What You Can Do**

Please review the enclosed “Additional Resources” section included with this letter. This section describes additional steps you can take to protect your identity, including recommendations by the Federal Trade Commission (“FTC”) regarding identity theft protection and details on how to place a fraud alert or a security freeze on your credit file. We also recommend you remain vigilant and promptly report any suspicious activity or suspected identity theft related to you to us and to the proper law enforcement authorities, including local law enforcement, your state’s attorney general, and/or the FTC.

### **For More Information**

We sincerely apologize for this incident, regret any inconvenience it may cause you, and encourage you to take advantage of the product outlined herein. Should you have any further questions or concerns regarding this matter and / or the protections available to you, you may contact our dedicated call centre at 1-866-377-0028, Monday through Friday, from 7:00 a.m. to 4:30 p.m. Mountain Time.

Protecting your information is important to us. We trust that the services we are offering to you demonstrated our continued commitment to your security and satisfaction.

Sincerely,



**Brent Sharpe, CA**

Vice President, Corporate Controller  
PCL Constructors Inc.

## **Additional Information**

**Contact information for the three nationwide credit reporting companies is as follows:**

### **Equifax**

Phone: 1-800-685-1111  
P.O. Box 740256  
Atlanta, Georgia 30348  
www.equifax.com

### **Experian**

Phone: 1-888-397-3742  
P.O. Box 9554  
Allen, Texas 75013  
www.experian.com

### **TransUnion**

Phone: 1-888-909-8872  
P.O. Box 2000  
Chester, PA 19016  
www.transunion.com

**Free Credit Report.** We remind you to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. 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.

**Security Freeze.** Security freezes, also known as credit freezes, restrict access to your credit file, making it harder for identity thieves to open new accounts in your name. You can freeze and unfreeze your credit file for free. You also can get a free freeze for your children who are under 16. And if you are someone's guardian, conservator or have a valid power of attorney, you can get a free freeze for that person, too.

How will these freezes work? Contact all three of the nationwide credit reporting agencies – Equifax, Experian, and TransUnion. If you request a freeze online or by phone, the agency must place the freeze within one business day. If you request a lift of the freeze, the agency must lift it within one hour. If you make your request by mail, the agency must place or lift the freeze within three business days after it gets your request. You also can lift the freeze temporarily without a fee.

Don't confuse freezes with locks. They work in a similar way, but locks may have monthly fees. If you want a free freeze guaranteed by federal law, then opt for a freeze, not a lock.

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 five 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, display your name and current mailing address, and the date of issue.

**Fraud Alerts.** A fraud alert tells businesses that check your credit that they should check with you before opening a new account. As of September 18, 2018 when you place a fraud alert, it will last one year, instead of 90 days. Fraud alerts will still be free and identity theft victims can still get an extended fraud alert for seven years.

**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 avoid 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).

**Reporting of identity theft and obtaining a police report.** You have the right to obtain any police report filed in the United States in regard to this incident. If you are the victim of fraud or identity theft, you also have the right to file a police report.

## Information About Identity Theft Protection Guide

Contact information for the three nationwide credit reporting companies is as follows:

**Equifax**

800-525-6285  
Consumer Fraud Division  
P.O. Box 740256  
Atlanta, GA 3034  
www.equifax.com

**Experian**

888-397-3742  
Consumer Fraud Assistance  
P.O. Box 9556  
Allen, TX 75013  
www.experian.com

**TransUnion**

800-680-7289  
Fraud Victim Assistance  
Department  
P.O. Box 2000  
Chester, PA 19016  
www.transunion.com

The following information reflects recommendations from the Federal Trade Commission regarding identity theft protection.

**Free Credit Report.** We remind you to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. 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, Georgia 30348-5281.

**Medical Privacy.** We recommend that you regularly review the explanation of benefits statements that you receive from your insurer. If you see any service that you believe you did not receive, please contact your insurer at the number on the statement. If you do not receive regular explanation of benefits statements, contact your provider and request them to send such statements following the provision of services in your name or number.

You may want to order copies of your credit reports and check for any medical bills that you do not recognize. If you find anything suspicious, call the credit reporting agency at the phone number on the report. Keep a copy of this notice for your records in case of future problems with your medical records. You may also want to request a copy of your medical records from your provider, to serve as a baseline.

**For California residents:** We also suggest that you visit the website of the California Office of Privacy Protection at [www.privacy.ca.gov](http://www.privacy.ca.gov) to find more information about your medical privacy.

**Fraud Alert.** You may place a fraud alert in your file by calling one of the three nationwide credit reporting agencies above. A fraud alert tells creditors to follow certain procedures, including contacting you before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. Pursuant to the Economic Growth, Regulatory Relief, and Consumer Protection Act, you may place a fraud alert on your file free of charge.

**For Colorado and Illinois residents:** You may obtain additional information from the credit reporting agencies and the FTC about fraud alerts.

**Security Freeze.** You have the ability to place a security 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 be able to use an online process, an automated telephone line, or 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 security freeze 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 five 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, display your name and current mailing address, and the date of issue. The credit reporting agencies may charge a fee to place a freeze, temporarily lift or permanently remove it. The fee is waived if you are a victim of identity theft and have submitted a valid investigative or law enforcement report or complaint relating to the identity theft incident to the credit reporting agencies. (You must review your state's requirement(s) and/or credit bureau requirement(s) for the specific document(s) to be submitted.) Pursuant to the Economic Growth, Regulatory Relief, and Consumer Protection Act, you may place a security freeze on your credit report free of charge.

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

**For Maryland residents:** You may contact the Maryland Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202, [www.oag.state.md.us](http://www.oag.state.md.us), 1-888-743-0023.

**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.

**For Rhode Island residents:** You may contact the Rhode Island Office of the Attorney General, 150 South Main Street, Providence, RI 02903, <http://www.riag.ri.gov>, 401-274-4400.

**Reporting of identity theft and obtaining a police report.** You have the right to obtain any police report filed in the United States in regard to this incident. If you are the victim of fraud or identity theft, you also have the right to file a police report.

**For Iowa residents:** You are advised to report any suspected identity theft to law enforcement or to the Iowa Attorney General.

**For Massachusetts residents:** You have the right to obtain a police report if you are a victim of identity theft. You also have a right to file a police report and obtain a copy of it.

**For Oregon residents:** You are advised to report any suspected identity theft to law enforcement, the Federal Trade Commission, and the Oregon Attorney General.

**For Rhode Island residents:** You have the right to file or obtain a police report regarding this incident.