

EXHIBIT A



Return Mail Processing
PO Box 589
Claysburg, PA 16625-0589

December 15, 2020

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SAMPLE A SAMPLE - L01 INDIVIDUAL



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ANYTOWN, US 12345-6789



Re: Notice of Data Breach

Dear Sample A Sample:

Sonoma Recovery Services d/b/a Olympia House (“Olympia House”) writes to make you aware of a recent event that may affect the privacy of some of your personal information. We want to make you aware of the event, the steps we are taking in response, and steps you may take to better help protect against possible misuse of your personal information, should you feel it appropriate to do so.

What Happened? On August 7, 2020, Olympia House was alerted to suspicious behavior within its network. Olympia House immediately began an investigation to determine the nature and scope of the event. This investigation included working with third-party forensic experts. Once Olympia House systems were secure, our efforts focused on determining what information was impacted, to whom the information related, and valid address information for those individuals to provide notice of the event. The investigation determined that certain files within the Olympia House system were accessed without authorization between July 1, 2020 through August 7, 2020.

What Information Was Involved? Olympia House determined that the information present on its systems impacted by this event may include your name, address, and [EXTRA1].

What We Are Doing. Olympia House takes the confidentiality, privacy, and security of patient information in our care seriously. Upon learning of this event, we commenced an investigation to confirm the nature and scope of the incident and immediately took steps to ensure that our systems were secure. As part of the investigation, Olympia House began efforts to identify the protected health information stored on systems affected by this event, in order to notify the individuals who are potentially affected. While Olympia House has security measures in place to protect patient information in our care, we are taking steps to implement additional safeguards, as well as review policies and procedures relating to data privacy and security. Olympia House is also notifying the required regulators of the event including the U.S. Department of Health and Human Services.



As an added precaution, Olympia House is providing you with access to twelve (12) months of credit monitoring and identity protection services from Experian at no cost to you. A description of services and instructions on how to enroll can be found within the enclosed *Steps You Can Take to Help Protect Against Identity Theft and Fraud*. Please note that you must complete the enrollment process yourself, as we are not permitted to enroll you in these services on your behalf.

What You Can Do. You can review the enclosed *Steps You Can Take to Help Protect Against Identity Theft and Fraud*. You can also enroll to receive the free credit monitoring services and identity protection services through Experian.

For More Information. We understand you may have questions about this event that are not addressed in this letter. If you have questions or concerns, may contact our dedicated call center at (888) 994-0283, Monday through Friday from 8 am to 10 pm Central time, or Saturday and Sunday from 10 am to 7 pm Central time. Be prepared to provide your engagement number DB24313.

Please know Olympia House takes the privacy and security of patient information in our care very seriously and we sincerely regret any inconvenience or concern this incident may cause you.

Sincerely,

Wayne Thurston
Executive Director
Sonoma Recovery Services d/b/a Olympia House

Steps You Can Take to Help Protect Against Identity Theft and Fraud

To help protect your identity, we are offering complimentary access to Experian IdentityWorksSM for twelve months.

If you believe there was fraudulent use of your information as a result of this incident and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent. If, after discussing your situation with an agent, it is determined that identity restoration support is needed then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred from the date of the incident (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that Identity Restoration is available to you for twelve months from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration.

While identity restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary twelve month membership. This product provides you with superior identity detection and resolution of identity theft. To start monitoring your personal information, please follow the steps below:

- Ensure that you **enroll by March 31, 2021** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
- Provide your **activation code: ABCDEFGHI**

If you have questions about the product, need assistance with Identity Restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at **(888) 994-0283** by **March 31, 2021**. Be prepared to provide engagement number **DB24313** as proof of eligibility for the Identity Restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR TWELVE MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP

A credit card is not required for enrollment in Experian IdentityWorks. You can contact Experian immediately regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARETM:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance^{**}:** Provides coverage for certain costs and unauthorized electronic fund transfers.

* Offline members will be eligible to call for additional reports quarterly after enrolling.

** The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

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Monitor Your Accounts

In addition to enrolling in the complimentary services detailed above, 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. 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

In order 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.); and
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:

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P.O. Box 9554
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1-888-397-3742
www.experian.com/fraud/center.html

TransUnion
P.O. Box 2000
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1-800-680-7289
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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 in order 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 Kentucky residents, Office of the Attorney General of Kentucky, 700 Capitol Avenue, Suite 118 Frankfort, Kentucky 40601, www.ag.ky.gov; 1-502-696-5300.

For Oregon residents, Oregon Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096, www.doj.state.or.us/; 877-877-9392.

For Maryland residents, the Attorney General can be contacted at 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-410-528-8662; www.oag.state.md.us.

For New Mexico residents, you have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit “prescreened” offers of credit and insurance you get based on information in your credit report; and you may seek damages from violator. You may have additional rights under the Fair Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. We encourage you to review your rights pursuant to the Fair Credit Reporting Act by visiting www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf, or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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/>.

For North Carolina residents, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; www.ncdoj.gov. You can obtain information from the Attorney General or the Federal Trade Commission about preventing identity theft.



EXHIBIT B

NOTICE OF DATA BREACH

Sonoma Recovery Services d/b/a Olympia House (“Olympia House”), is providing notice of a recent data privacy event that may have affected certain personal information. The confidentiality, privacy, and security of information is one of Olympia House’s highest priorities and Olympia House takes this matter seriously.

What Happened? On August 7, 2020, Olympia House was alerted to suspicious behavior within its network. Olympia House immediately began an investigation to determine the nature and scope of the event. This investigation included working with third-party forensic experts. Once Olympia House systems were secure, our efforts focused on determining what information was impacted, to whom the information related, and valid address information for those individuals to provide notice of the event. The investigation determined that certain files within the Olympia House system were accessed without authorization between July 1, 2020 through August 7, 2020. Since that time, Olympia House has been diligently reviewing its records for purposes of notifying those affected individuals. Olympia House began notifying individuals whose information was impacted on September 29, 2020.

What Information Was Involved? Olympia House determined that the information impacted by this event varied by individual but may include certain individuals’ names, addresses, dates of birth, Social Security numbers, financial information, health insurance information, as well as medical history and treatment information.

What We Are Doing. Olympia House is individually notifying those whose information was present in the affected email account. As an added precaution, the organization is offering these individuals access to credit monitoring and identity protection services at no cost.

What You Can Do. Olympia House encourages individuals to review the information below related to “Steps Individuals Can Take to Help Protect Against Identity Theft and Fraud,” which provides detail on how to better protect against possible misuse of information. Affected individuals can find guidance in the letters being sent to them.

For More Information. Individuals who may have questions about the incident, may contact our dedicated call center at (888) 994-0283, Monday through Friday from 8 am to 10 pm Central time, or Saturday and Sunday from 10 am to 7 pm Central time.

STEPS INDIVIDUALS CAN TAKE TO HELP PROTECT AGAINST IDENTITY THEFT AND FRAUD

Olympia House encourages individuals to remain vigilant against incidents of identity theft and fraud, to review account statements, and to monitor credit reports for suspicious activity and to detect error. Under U.S. law adults 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. 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

PO 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

PO Box 105788
Atlanta, GA 30348-5788
1-800-685-1111

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

In order 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.); and
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.

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Equifax

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Additional Information

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EXHIBIT C

SONOMA RECOVERY SERVICE d/b/a OLYMPIA HOUSE (“OLYMPIA HOUSE”) - NOTICE OF DATA BREACH

December 15, 2020 – (Petaluma, CA) Sonoma Recovery Services d/b/a Olympia House (“Olympia House”), is providing notice of a recent data privacy event that may have affected certain personal information. The confidentiality, privacy, and security of information is one of Olympia House’s highest priorities and Olympia House takes this matter seriously.

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For More Information. Individuals who may have questions about the incident, may contact our dedicated call center at (888) 994-0283, Monday through Friday from 8 am to 10 pm Central time, or Saturday and Sunday from 10 am to 7 pm Central time, or visit <https://olympiahouserehab.com/>.

STEPS INDIVIDUALS CAN TAKE TO HELP PROTECT AGAINST IDENTITY THEFT AND FRAUD

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*Media Contact: Vince Regan
267-930-4842*

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