



<Date>

**NOTICE OF DATA BREACH**

Dear <<Name>>:

At Tween Brands, Inc. (formerly known as Too, Inc.), we understand the importance of protecting personal information. We are writing to inform you that we recently discovered signs of a security incident that may have involved unauthorized access to your personal information. This message explains the incident, measures we have taken, and some actions that you can take in response.

**What Happened?**

On September 7, 2017, we discovered signs indicating attempts had been made to gain access to one of our web servers. We immediately removed the server from our network and began an investigation with the assistance of a leading computer forensics firm. The investigation determined that an unauthorized individual may have gained access to the server and may have used that access to connect to a database server.

**What Information Was Involved?**

The database included information including the username and password combination that you use to access the vendor portal, vendors.tweenbrands.com.

**What We Are Doing.**

Since learning of this incident, we have worked with security experts to develop enhanced security measures to resolve this issue and prevent similar occurrences.

**What You Can Do.**

We wanted to let you know that this incident occurred and assure you that we take this matter very seriously. If you use the same username and password combination for any additional accounts, we recommend that you change your password there.

**For More Information.**

If you have questions or would like more information, send replies via email to [notifications@justiceretail.com](mailto:notifications@justiceretail.com) or call 1-855-303-9772 from 8:00 a.m. – 8:00 p.m. Central Time, Monday through Saturday.

We regret any concern or inconvenience that this incident may cause.

Sincerely,

A handwritten signature in black ink that reads "Brian Rogers".

Brian Rogers  
Senior Vice President  
Human Resources



Processing Center • P.O. BOX 141578 • Austin, TX 78714



164343  
JOHN Q. SAMPLE  
1234 MAIN STREET  
ANYTOWN US 12345-6789

November 3, 2017

## NOTICE OF DATA BREACH

Dear John Sample:

At Tween Brands, Inc. (formerly known as Too, Inc.), we value our associates and understand the importance of protecting personal information. We are writing to inform you that we recently discovered signs of a security incident that may have involved unauthorized access to your personal information. This letter explains the incident, measures we have taken, and some actions that you can take in response.

### What Happened?

On September 7, 2017, we discovered signs indicating attempts had been made to gain access to one of our web servers. We immediately removed the server from our network and began an investigation with the assistance of a leading computer forensics firm. The investigation determined that an unauthorized individual may have gained access to the server and may have used that access to connect to a database server.

### What Information Was Involved?

The database included information regarding current and former Tween Brands associates, including your name, date of birth, and Social Security number.

### What We Are Doing.

We wanted to let you know that this happened and assure you that we take it very seriously. **As a precaution, we have arranged to have AllClear ID protect your identity for 12 months at no cost to you.** Since learning of this incident, we have worked with security experts to develop enhanced security measures to resolve this issue and prevent similar occurrences.

### What You Can Do.

The following identity protection services start on the date of this notice and you can use them at any time during the next 12 months.

**AllClear Identity Repair:** This service is automatically available to you with no enrollment required. If a problem arises, simply call 1-855-609-5847 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

**AllClear Credit Monitoring:** This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. To use this service, you will need to provide your personal information to AllClear ID. **You may sign up online at [enroll.allclearid.com](http://enroll.allclearid.com) or by phone by calling 1-855-609-5847 using the following redemption code: Redemption Code.**



01-03-3-00

**For More Information.**

If you have any questions or would like more information, please call 1-855-609-5847 from 8:00 a.m. – 8:00 p.m. Central Time, Monday through Saturday.

We regret any concern or inconvenience that this incident may cause.

Sincerely,

A handwritten signature in black ink that reads "Brian Rogers". The signature is written in a cursive style with a large, stylized initial "B".

Brian Rogers  
Senior Vice President  
Human Resources

## AllClear Identity Repair Terms of Use

If you become a victim of fraud using your personal information without authorization, AllClear ID will help recover your financial losses and restore your identity. Benefits include:

- 12 months of coverage with no enrollment required.
- No cost to you — ever. AllClear Identity Repair is paid for by the participating Company.

### **Services Provided**

If you suspect identity theft, simply call AllClear ID to file a claim. AllClear ID will provide appropriate and necessary remediation services (“Services”) to help restore the compromised accounts and your identity to the state prior to the incident of fraud. Services are determined at the sole discretion of AllClear ID and are subject to the terms and conditions found on the AllClear ID website. AllClear Identity Repair is not an insurance policy, and AllClear ID will not make payments or reimbursements to you for any financial loss, liabilities or expenses you incur.

### **Coverage Period**

Service is automatically available to you with no enrollment required for 12 months from the date of the breach incident notification you received from Company (the “Coverage Period”). Fraud Events (each, an “Event”) that were discovered prior to your Coverage Period are not covered by AllClear Identity Repair services.

### **Eligibility Requirements**

To be eligible for Services under AllClear Identity Repair coverage, you must fully comply, without limitations, with your obligations under the terms herein, you must be a citizen or legal resident eighteen (18) years of age or older, and have a valid U.S. Social Security number. Minors under eighteen (18) years of age may be eligible, but must be sponsored by a parent or guardian. The Services cover only you and your personal financial and medical accounts that are directly associated with your valid U.S. Social Security number, including but not limited to credit card, bank, or other financial accounts and/or medical accounts.

### **How to File a Claim**

If you become a victim of fraud covered by the AllClear Identity Repair services, you must:

- Notify AllClear ID by calling 1.855.434.8077 to report the fraud prior to expiration of your Coverage Period;
- Provide proof of eligibility for AllClear Identity Repair by providing the redemption code on the notification letter you received from the sponsor Company;
- Fully cooperate and be truthful with AllClear ID about the Event and agree to execute any documents AllClear ID may reasonably require; and
- Fully cooperate with AllClear ID in any remediation process, including, but not limited to, providing AllClear ID with copies of all available investigation files or reports from any institution, including, but not limited to, credit institutions or law enforcement agencies, relating to the alleged theft.

### **Coverage under AllClear Identity Repair Does Not Apply to the Following:**

Any expense, damage or loss:

- Due to
  - Any transactions on your financial accounts made by authorized users, even if acting without your knowledge, or
  - Any act of theft, deceit, collusion, dishonesty or criminal act by you or any person acting in concert with you, or by any of your authorized representatives, whether acting alone or in collusion with you or others (collectively, your “Misrepresentation”);
- Incurred by you from an Event that did not occur during your coverage period; or
- In connection with an Event that you fail to report to AllClear ID prior to the expiration of your AllClear Identity Repair coverage period.

### **Other Exclusions:**

- AllClear ID will not pay or be obligated for any costs or expenses other than as described herein, including without limitation fees of any service providers not retained by AllClear ID; AllClear ID reserves the right to investigate any asserted claim to determine its validity.
- AllClear ID is not an insurance company, and AllClear Identity Repair is not an insurance policy; AllClear ID will not make payments or reimbursements to you for any loss or liability you may incur.
- AllClear ID is not a credit repair organization, is not a credit counseling service, and does not promise to help you improve your credit history or rating beyond resolving incidents of fraud.
- AllClear ID reserves the right to reasonably investigate any asserted claim to determine its validity. All recipients of AllClear Identity Repair coverage are expected to protect their personal information in a reasonable way at all times. Accordingly, recipients will not deliberately or recklessly disclose or publish their Social Security number or any other personal information to those who would reasonably be expected to improperly use or disclose that Personal Information.

### **Opt-out Policy**

If for any reason you wish to have your information removed from the eligibility database for AllClear Identity Repair, please contact AllClear ID:

<b>E-mail</b> support@allclearid.com	<b>Mail</b> AllClear ID, Inc. 823 Congress Avenue Suite 300 Austin, Texas 78701	<b>Phone</b> 1.855.434.8077
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## **MORE INFORMATION ON WAYS TO PROTECT YOURSELF**

Even if you choose not to take advantage of this free credit monitoring, we recommend that you remain 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. Contact information for the three nationwide credit reporting companies is as follows:

*Equifax*, PO Box 740241, Atlanta, GA 30374, [www.equifax.com](http://www.equifax.com), 1-800-685-1111

*Experian*, PO Box 2002, Allen, TX 75013, [www.experian.com](http://www.experian.com), 1-888-397-3742

*TransUnion*, PO Box 2000, Chester, PA 19016, [www.transunion.com](http://www.transunion.com), 1-800-916-8800

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 state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

*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)

