



Return Mail Processing Center  
P.O. Box 254  
Claysburg, PA 16625-0254

May 30, 2015

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SAMPLE A SAMPLE



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ANYTOWN, US 12345-6789



Dear Sample A Sample:

U.S. HealthWorks is committed to maintaining the security and confidentiality of our employees' information. Regrettably, we are writing to inform you of an incident involving some of that information.

On April 22, 2015, we learned that a laptop issued to one of our employees had been stolen from the employee's vehicle the night before. The theft was immediately reported to law enforcement, and we immediately began an internal investigation. On May 5, 2015, we determined that the employee's laptop was password protected, but it was not encrypted. After conducting a thorough review, we determined that the laptop may have contained files that included your name, address, date of birth, job title, and Social Security number. Although we continue to work with law enforcement, at this time, the computer has not been located.

We have no reason to believe that any of your information has been accessed or used improperly. However, in an abundance of caution, we are offering you a free one-year membership of Experian's® ProtectMyID® Alert. This product helps detect possible misuse of your personal information and provides you with superior identity protection services focused on immediate identification and resolution of identity theft. ProtectMyID Alert is completely free to you and enrolling in this program will not hurt your credit score. Unfortunately, due to privacy laws, we are not able to enroll you directly. **For more information on identity theft prevention and ProtectMyID Alert, including instructions on how to activate your complimentary one-year membership, please see the additional information provided in this letter.**

We deeply regret any inconvenience this may cause you. To help prevent something like this from happening again, we are enhancing our procedures related to deployment of laptops and full disk encryption. We will also implement a program of regular surveys or audits to help ensure compliance with U.S. HealthWorks' laptop encryption policy. If you have any questions, please call 1-877-238-2179, Monday through Friday, between 6:00 a.m. and 4:00 p.m. Pacific Time (Closed on U.S. observed holidays). Please be prepared to enter the following ten digit reference number when calling: 7777052715.

Sincerely,

Richard Marotti  
Associate Counsel, Director of Privacy & Compliance  
U.S. HealthWorks

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## Activate ProtectMyID Now in Three Easy Steps

1. ENSURE That You Enroll By: **August 31, 2015** (You will not be able to enroll after this date.)
2. VISIT the **ProtectMyID Web Site: [www.protectmyid.com/redeem](http://www.protectmyid.com/redeem)**
3. PROVIDE Your Activation Code: **ABCDEFGHI**

If you have questions or need an alternative to enrolling online, please call 877-371-7902 and provide engagement #: **PC94386**.

### ADDITIONAL DETAILS REGARDING YOUR 12-MONTH PROTECTMYID MEMBERSHIP:

A credit card is not required for enrollment.

Once your ProtectMyID membership is activated, you will receive the following features:

- ◆ **Free copy of your Experian credit report**
- ◆ **Surveillance Alerts for:**
  - **Daily Bureau Credit Monitoring:** Alerts of key changes & suspicious activity found on your Experian, Equifax® and TransUnion® credit reports.
- ◆ **Identity Theft Resolution & ProtectMyID ExtendCARE:** Toll-free access to US-based customer care and a dedicated Identity Theft Resolution agent who will walk you through the process of fraud resolution from start to finish for seamless service. They will investigate each incident; help with contacting credit grantors to dispute charges and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; contact government agencies.
  - It is recognized that identity theft can happen months and even years after a data breach. To offer added protection, you will receive ExtendCARE™, which provides you with the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
- ◆ **\$1 Million Identity Theft Insurance\*:** Immediately covers certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.

Once your enrollment in ProtectMyID is complete, you should carefully review your credit report for inaccurate or suspicious items. If you have any questions about ProtectMyID, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 877-371-7902.

Even if you choose not to take advantage of this free credit monitoring service, we recommend that you remain vigilant to the possibility of fraud and identity theft by reviewing your credit card, bank, and other financial statements for any unauthorized activity. You may also obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting agencies. To order your credit report, free of charge once every 12 months, 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 agencies is as follows:

Equifax	Experian	TransUnion
PO Box 740241	PO Box 2002	PO Box 2000
Atlanta, GA 30374	Allen, TX 75013	Chester, PA 19022
<a href="http://www.equifax.com">www.equifax.com</a>	<a href="http://www.experian.com">www.experian.com</a>	<a href="http://www.transunion.com">www.transunion.com</a>
1-800-525-6285	1-888-397-3742	1-800-680-7289

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. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission  
600 Pennsylvania Avenue, NW  
Washington, DC 20580  
[www.ftc.gov](http://www.ftc.gov)  
1-877-438-4338

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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.

\* Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. (AIG). 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.