



Christine Ammon
Director of Human Relations
Phone: 518-373-2827

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

August 25, 2014

«First_Name» «Last_Name»
«Home_Address»
«City_», «State» «Zip»

Re: Theft of BBU Computer

Dear «First_Name»:

We are writing to inform you that a computer issued to an associate working for Bimbo Bakeries USA ("BBU") that contained some information about you was stolen on July 23, 2014. We did not discover that your information was on the device until August 15, 2014. While we have no reason to believe that any of that information has been accessed without authorization or has been or will be used in any unauthorized way, we are writing to tell you what happened, what we have done to address the situation, and what you can do to protect your continued privacy. I also attached a reference guide that contains useful information.

What Happened

We believe that the stolen computer contained files that included personal information about you. The files included your social security number. This information was properly on the computer for business related purposes. Once discovered, we promptly reported the theft to local authorities. We also immediately disabled the login credentials associated with this computer so that it cannot be used to access any additional information about you that may reside on our network. Again, we do not know, or have reason to believe, that the thief has in fact accessed your social security number, that such information has been or will be used improperly, or that your information was targeted for criminal or inappropriate purposes.

What We Are Offering

As a free service, BBU has arranged for you to receive identity theft monitoring for 12 months. If you would like to enroll in the program, please send a letter or email to Marc Worozbyt informing him of your desire to enroll. Your letter should be sent to

Marc Worozbyt
Bimbo Bakeries USA, Inc.
255 Business Center Drive
Horsham, PA 19044
Email: mworozbyt@bbumail.com

Your letter must be received by September 10, 2014. Upon receipt of your letter, Marc will provide you with additional details about registering for the monitoring service.

What You Can Do

In addition to the above-described program that BBU will provide to you free of charge, there are three simple steps you can take to protect your continued privacy and be sure that the stolen information is not used improperly, both of which are good practices in any event.

First, monitor your credit report to be sure that credit is not being established using your name and social security number without your authorization. You can do this by obtaining a free credit report by visiting www.annualcreditreport.com, calling toll-free 877-322-8228, or completing the Annual Credit Report Request Form and mailing it to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. You can print the form from <http://www.ftc.gov/bcp/edu/resources/forms/requestformfinal.pdf> or contact me for a copy. If at any time you feel it is necessary, you can also place a fraud alert or freeze on your credit file with the major credit reporting agencies by contacting any one of them as indicated on the enclosed form.

Second, take steps to prevent unauthorized access to any accounts you have with any financial institution. This includes bank accounts, credit cards, brokerage accounts, etc. You should notify each such financial institution that a computer which may contain your name and social security number was stolen. Based on the nature of your account and the information you use to access it, the financial institution may suggest additional steps. Also, and perhaps more importantly, **you should check your periodic statements from each such financial institution promptly upon receiving them to be sure that no unauthorized transactions have occurred.**

Third, if you use your social security number as a login name or password in any way, you should take the steps necessary to change it to something else. For example, if you have online accounts at websites that require a login name or a password and you use your social security number for either, you should change it.

If you find any suspicious activity on your credit report or at any of your financial institutions, notify the financial institution or credit agency immediately. Under U.S. federal law, consumers are liable only for the first \$50 of any fraudulent charges made on their credit or bank accounts, but only if such charges are reported promptly in writing to the appropriate financial institution after a statement is provided to you. Protect yourself by reviewing statements carefully and promptly reporting any unauthorized activity. You should also call your local police or sheriff's office to file a police report of any unauthorized activity you discover. Obtain a copy of the police report for your records and future reference.

For general information on protecting your privacy and preventing unauthorized use of your personal information, we suggest you contact your state office of consumer affairs or attorney general or visit the U.S. Federal Trade Commission's Web site, <http://ftc.gov>.

We are committed to maintaining the privacy of the personal information you entrust to us. We apologize for any inconvenience or concern this incident may cause. If we can be of any further assistance or answer any questions, or you encounter any problems that you believe to be related to this incident, please call me directly.

Sincerely,



Christine Ammon
Director of Human Relations

Reference Guide

In the event that you ever suspect that you are a victim of identity theft, we encourage you to consider taking the following steps:

Contact the Federal Trade Commission. You can contact the Federal Trade Commission's Consumer Response Center at 600 Pennsylvania Avenue, NW, Washington, DC, 20580 or at <http://www.consumer.ftc.gov>, to obtain more information about steps you can take to avoid identity theft.

Order Your Free Credit Report. To order your free credit report, visit www.annualcreditreport.com, call toll-free at 877-322-8228, or complete the Annual Credit Report Request Form on the U.S. Federal Trade Commission's website at www.ftc.gov and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. Do not contact the three credit bureaus individually; they provide your free report only through the website or toll-free number.

When you receive your credit report, review the entire report carefully. Look for any inaccuracies and/or accounts you don't recognize, and notify the credit bureaus as soon as possible in the event there are any.

Place a Fraud Alert on Your Credit File: To protect yourself from possible identity theft, consider placing a fraud alert on your credit file. A fraud alert helps protect you against the possibility of an identity thief opening new credit accounts in your name. When a merchant checks the credit history of someone applying for credit, the merchant gets a notice that the applicant may be a victim of identity theft. The alert notifies the merchant to take steps to verify the identity of the applicant. You can report potential identity theft to all three of the major credit bureaus by calling any one of the toll-free fraud numbers below. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three bureaus.

Equifax	P.O. Box 740256 Atlanta, Georgia 30374	1-800-525-6285	www.equifax.com
Experian	P.O. Box 9701 Allen, Texas 75013	1-888-397-3742	www.experian.com
TransUnion	PO Box 2000 Chester, Pennsylvania 19022-2000	1-800-680-7289	www.transunion.com

Place a Security Freeze on Your Credit File. You may wish to place a "security freeze" on your credit file. A security freeze generally will prevent creditors from accessing your credit file at the three nationwide credit bureaus without your consent. You can request a security freeze by contacting the credit bureaus at:

Equifax	P.O. Box 105788 Atlanta, Georgia 30348	www.equifax.com
Experian	P.O. Box 9554 Allen, Texas 75013	www.experian.com
TransUnion	PO Box 2000 Chester, Pennsylvania 19022-2000	www.transunion.com

The credit bureaus may charge a reasonable fee to place a freeze on your account, and may require that you provide proper identification prior to honoring your request. In order to request a security freeze, you will need to

provide the following information:

- Your full name (including middle initial as well as Jr., Sr., II, III, etc.)
- Social Security number
- Date of birth
- If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years.
- Proof of current address, such as a current utility bill or telephone bill
- A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.)
- If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to law enforcement agency concerning identity theft
- If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail.

Placing a security freeze on your credit file may delay, interfere with, or prevent timely approval of any requests you make for credit, loans, employment, housing or other services. For more information regarding credit freezes, please contact the credit reporting agencies directly.

Contact the U.S. Federal Trade Commission. If you detect any incident of identity theft or fraud, promptly report the incident to your local law enforcement authorities, your state Attorney General and the Federal Trade Commission ("FTC"). If you believe your identity has been stolen, the FTC recommends that you take these additional steps.

- Close the accounts that you have confirmed or believe have been tampered with or opened fraudulently. Use the FTC's ID Theft Affidavit (available at www.ftc.gov/idtheft) when you dispute new unauthorized accounts.
- File a local police report. Obtain a copy of the police report and submit it to your creditors and any others that may require proof of the identity theft crime.

You can learn more about how to protect yourself from becoming an identity theft victim of by contacting the FTC:

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580
1-877-IDTHEFT (438-4338)