

Schlage Lock Company
11819 N Pennsylvania St
Carmel, IN 46032

[Employee Address]

Dear [Employee]:

We are writing to inform you that on September 23, 2015, a company laptop computer containing employees' personal information was stolen from an offsite location. Personal information that may be stored on the laptop includes your name, email address, mailing address, telephone numbers, date of birth, salary and social security number. We have reported the theft to local law enforcement.

Please know that protecting your personal information is a matter we take very seriously, and we have taken actions designed to prevent unauthorized access. We are not aware of any misuse of your information. Nevertheless, there are important steps that you can take to reduce the likelihood of identity theft or fraud.

To help protect your identity, we are offering a **complimentary** 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 support focused on immediate identification and resolution of identity theft.

The Federal Trade Commission (FTC) recommends that you remain vigilant by checking your credit reports periodically. Checking your credit reports periodically can help you spot problems and address them quickly. You can also order free copies of your annual reports through www.annualcreditreport.com. You should also monitor any suspicious activity associated with your financial accounts. For more information about steps you can take to reduce the likelihood of identity theft or fraud, call 1-877-ID-THEFT (877-438-4338) or visit the FTC's website at <http://www.ftc.gov/bcp/edu/microsites/idtheft/>. However, if you believe you are the victim of identity theft, you should immediately contact your local law enforcement agency or your state's attorney general.

Activate ProtectMyID Now in Three Easy Steps

1. ENSURE That You Enroll By: **January 31, 2016** (Your code will not work after this date.)
2. VISIT the ProtectMyID Web Site to enroll: www.protectmyid.com/redeem
3. PROVIDE Your Activation Code: [code]

If you have questions or need an alternative to enrolling online, please call 877-371-7902 and provide engagement #: PC96900.

Information on Credit Report Fraud Alerts

You may also place a fraud alert on your credit file. A fraud alert tells creditors to contact you before they open any new accounts or change your existing accounts. Call any one of the three major credit bureaus. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts.

Experian	Equifax	TransUnion
1-888-397-3742 www.experian.com Experian Fraud Division P.O. Box 9554 Allen, TX 75013	1-800-525-6285 www.equifax.com Equifax Information Services LLC P.O. Box 105069 Atlanta, GA 30348-5069	1-800-680-7289 www.transunion.com P.O. Box 6790 Fullerton, CA 92834-6790

You can also place fraud alerts online by visiting the following websites:

- **Experian:** <https://www.experian.com/consumer/cac/InvalidateSession.do?code=SECURITYALERT>
- **Equifax:** https://www.alerts.equifax.com/AutoFraud_Online/jsp/fraudAlert.jsp
- **TransUnion:** <http://www.transunion.com/corporate/personal/fraudIdentityTheft/fraudPrevention/fraudAlert.page>

Information on Credit Freezes

In addition to a fraud alert, you may also have a security freeze placed on your credit file. A security freeze will block a credit bureau from releasing information from your credit report without your prior written authorization. However, please be aware that it may delay, interfere with, or prevent the timely approval of any requests you make for new loans, mortgages, employment, housing or other services. To place a security freeze on your credit report, you will need to send a written request to a consumer reporting agency (listed above) by certified mail, overnight mail, or regular stamped mail. The consumer reporting agency may charge a fee of up to \$10.00 to place a freeze or lift or remove a freeze.

You can also place security freezes online by visiting the following websites:

- **Experian:** <https://www.experian.com/freeze/center.html>
- **Equifax:** https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp
- **TransUnion:** <https://freeze.transunion.com/sf/securityFreeze/landingPage.jsp>

We appreciate the work you do and we sincerely regret that this incident occurred. If you have any questions, please feel free to contact us at (317) 810-3700.

Sincerely,

Ray Lewis

Senior Vice President of Human Resources and Communications

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 Insurance¹:** 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.

¹ 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.