

# THE DENNIS GROUP, LLC

PRODUCTION SPECIALISTS ▲ FACILITY DESIGNERS ▲ CONSTRUCTION MANAGERS

[Date]

[Name]

[Address]

[City, State Zip]

## **Notice of Data Breach**

Dear [Name]:

The Dennis Group, LLC (“Dennis Group”) recently discovered an incident that may affect the security of your personal information. We are writing to provide you with information regarding the incident, steps we’ve taken since discovering the incident, and information on what you can do to better protect against identity theft and fraud should you feel it is appropriate to do so. This notice has not been delayed as a result of a law enforcement investigation.

***What Happened.*** On August 5, 2016, we discovered that our company was targeted in an email spoofing attack. Through this attack, a request was made for 2015 IRS Tax Form W-2 information. Unfortunately, a report with some information was emailed before it was discovered that the request was made from a fraudulent account by an individual purporting to be our CEO. The potential release of information occurred on Friday, August 5. We discovered the fraudulent nature of the request that same night and immediately began to respond by notifying our employees, notifying the FBI, and arranging to provide you with credit monitoring and identify theft restoration services. The incident was not the result of an unauthorized intrusion into our computer networks.

***What Information Was Involved.*** While our investigation is ongoing, we have confirmed that a report which included your name, Social Security number, and 2015 compensation data was emailed to an unknown individual. We have confirmed your banking information was not included in this incident.

***What We Are Doing.*** The privacy and security of your information is a priority to us. We are providing notice of this incident to potentially impacted individuals. We are also providing you with information on how to better protect against identity theft and fraud.

As an added precaution, we have arranged to have AllClear ID protect your identity for two years at no cost to you. The following identity protection services start on the date of this notice and you can use them at any time during the next two years.

AllClear Credit Monitoring: This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. For individuals under 18 years old, AllClear ID ChildScan identifies acts of credit, criminal, medical or employment fraud against children by searching thousands of public databases for use of your child’s information. 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 «DID\_Phone» using the following redemption code: {RedemptionCode}.

AllClear Identity Repair: This service is automatically available to you with no enrollment required. If a problem arises, simply call «DID\_Phone» and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

The enclosed Privacy Safeguards Information contains information on protecting against identity theft and fraud.

**What You Can Do.** While our investigation is ongoing, we felt it was important to notify you about this incident, and what we are doing to investigate and respond, as quickly as possible. We encourage you to file your 2015 tax return as soon as possible if you have not already done so, and provide you with the information below that you can use to better protect against identity theft and fraud. The IRS encourages you to file [IRS Form 14039](#) with your 2015 tax return, if you have not already filed. You can contact the IRS at <http://www.irs.gov/Individuals/Identity-Protection> for helpful information and guidance on steps you can take to prevent a fraudulent tax return from being filed in your name and what to do if you become the victim of such fraud. You can also visit <https://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft> for more information. We encourage you to enroll in and receive the complimentary membership to the credit monitoring and restoration services we are offering to you. We also encourage you to take the steps described in the enclosed *Privacy Safeguards Information* on how to protect yourself against identity theft and fraud.

**For More Information.** We recognize that you may have questions that are not answered in this letter. If you have questions regarding the incident, your affected information, and steps you may take to protect yourself against identity theft and fraud please contact me at 413-858-3410.

This notice has not been delayed as a result of a law enforcement investigation. We sincerely regret any inconvenience or concern this incident may cause you and will continue to take appropriate actions to protect the privacy of your information.

Sincerely,

Jared Grisé  
Administrative Manager  
The Dennis Group, LLC

## PRIVACY SAFEGUARDS INFORMATION

We encourage you to remain vigilant for incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports and explanation of benefits forms 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](http://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.

At no charge, you can also have these credit bureaus place a “fraud alert” on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below.

Equifax  
P.O. Box 105069  
Atlanta, GA 30348  
800-525-6285  
[www.equifax.com](http://www.equifax.com)

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

TransUnion  
P.O. Box 2000  
Chester, PA 19022-2000  
800-680-7289  
[www.transunion.com](http://www.transunion.com)

You may also place a security freeze on your credit reports. A security freeze prohibits a credit bureau from releasing any information from a consumer’s credit report without the consumer’s written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services.

If you have been a victim of identity theft, and you provide the credit bureau with a valid police report, it cannot charge you to place, list or remove a security freeze. In all other cases, a credit bureau may charge you a fee to place, temporarily lift, or permanently remove a security freeze. You will need to place a security freeze separately with each of the three major credit bureaus listed above if you wish to place the freeze on all of your credit files.

To find out more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze  
P.O. Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
(NY residents please call  
1-800-349-9960)  
[www.equifax.com/help/credit-freeze/en\\_cp](http://www.equifax.com/help/credit-freeze/en_cp)

Experian Security Freeze  
P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com/freeze/center.html](http://www.experian.com/freeze/center.html)

TransUnion Fraud Victim Assistance  
P.O. Box 2000  
Chester, PA 19022  
Fraud Division  
888-909-8872  
[www.transunion.com/securityfreeze](http://www.transunion.com/securityfreeze)

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting your state Attorney General or the Federal Trade Commission. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. The Federal Trade Commission can be reached at: 600

Pennsylvania Avenue, NW, Washington, DC 20580; [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. **For Maryland residents**, the Attorney General can be contacted at 200 St. Paul Place, 16th Floor, Baltimore, MD 21202, 1-888-743-0023, [www.oag.state.md.us](http://www.oag.state.md.us). **For North Carolina residents**, the Attorney General can be contacted by mail at 9001 Mail Service Center, Raleigh, NC 27699-9001; toll-free at 1-877-566-7226; by phone at 1-919-716-6400; and online at [www.ncdoj.gov](http://www.ncdoj.gov).

Instances of known or suspected identity theft should be reported to law enforcement, your Attorney General, and the FTC.