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To all Employees:

We are writing to inform you of an incident that occurred at trueEx that may have compromised your personally identifiable information. In light of this, trueEx is taking swift action to address your concerns. Below, you will learn what occurred, our response to the incident, and describe next steps you should take.

Recently, it was discovered that a single employee's email inbox had been improperly accessed by an unauthorized third party. Our records indicate that your name, social security number and 2013 compensation may have been compromised as part of this incident. trueEx immediately contacted its legal counsel and identified and flagged all of the potentially affected information. In addition, we have contacted the appropriate New York state offices.

We recommend that you consider taking the following additional steps to be on guard against the risks of fraud:

- **Remain vigilant** over the next 12 to 24 months, and promptly report incidents of suspected identity theft to the FTC (see below information for the FTC).
- **Review your account statements** and immediately report any suspicious activity to the associated financial institution.
- **Add a fraud alert** to your credit file with Equifax, or one of the other two nationwide credit reporting agencies, Experian or TransUnion. A fraud alert is a consumer statement that alerts creditors of possible fraudulent activity within your report. There is no cost for adding a fraud alert to your credit report. Once the fraud alert is added to your credit report, all creditors should contact you prior to establishing any account in your name. To place a fraud alert on your credit file with Equifax, you can visit [www.fraudalerts.equifax.com](http://www.fraudalerts.equifax.com) or call their fraud line at 1-877-478-7625. Once the fraud alert has been placed with Equifax, a notification will be sent to the other two credit reporting agencies on your behalf. Fraud alerts last 90 days unless you manually renew them or use an automatic fraud alert feature. This alert will remain on your credit file for 90 days.
- **Obtain a copy of your credit report periodically** and have information relating to fraudulent transactions deleted. You are entitled to one free copy of your credit report every year from each of the three nationwide credit reporting agencies. To order a copy of your credit report, you can call one of

the following numbers: Equifax at 1-800-685-1111, Experian at 1-888-397-3742, or TransUnion at 1-800-916-8800.

The Federal Trade Commission (“FTC”) also offers consumer assistance and education materials relating to identity theft and privacy issues. If you experience identity theft, you should report this to the FTC. The FTC can be contacted either by visiting [www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/) or by calling 877-FTC-HELP (877-382-4357).

At trueEx we are dedicated to protecting your privacy and we truly regret that this incident occurred. If you have questions or concerns, please contact Karen O’Connor at 347-292-6083.