



## THE GILL CORPORATION

HIGH PERFORMANCE COMPOSITE PRODUCTS SINCE 1945

September \_\_, 2024

[Name]

[Address 1]

[Address 2]

Re: Notice of Data Breach

Dear [Name]

On behalf of The Gill Corporation (“TGC”) I am writing to you about a cyber-attack on TGC that occurred in late June 2024 (“Cyber-Attack”). During the Cyber-Attack an unauthorized third party compromised TGC’s systems by encrypting many TGC files and backup systems. Since the Cyber-Attack, TGC has been investigating whether, among other things, the Cyber-Attack may have resulted in the unauthorized access to and the acquisition of the personal information of former TGC employees. Although TGC’s investigation is ongoing, we have reason to believe that some personal information we obtained from you in the course of your employment with TGC was accessed and taken during the Cyber-Attack. This unauthorized access likely occurred on or around June 23, 2024. We are notifying you so that you may take steps to protect yourself. We take security very seriously and deeply regret that this incident occurred.

### What Information was Involved?

We began investigating the incident as soon as we learned of it. Although our investigation is ongoing, we have determined that the personal information pertaining to you that may have been involved in this incident may have included your name and Social Security Number and a limited number of driver’s license numbers and/or bank account numbers. Your form W-2 for past years was likely to have been exposed.

### What We are Doing.

We have identified the vulnerability that was exploited by the third party and we have removed it from TGC’s systems. We have already deployed additional protective measures to secure TGC’s systems and are examining additional ones we can take to help prevent incidents of this kind in the future. In this letter, we are providing steps you may take to protect yourself against any potential misuse of your personal information.

Additionally, attached to this letter as Attachment A is a letter with the subject line “Important Confidential Security Notification and Credit Monitoring Services” (“Credit Monitoring Service Letter”). The Credit Monitoring Service Letter offers all former TGC employees a complimentary membership to Experian’s IdentityWorks service with instructions on how to activate such membership. Please note that the deadline to activate such membership is November 29, 2024.

### What You Can Do

We encourage you to enroll in the Credit Monitoring Services. Since your W-2 form was likely exposed, you should complete the attached IRS form 14039. Fax it to the IRS along with the identification required by the form. The fax number is (855) 807-5720. While W-2 forms for the 2023 tax year were likely exposed, if you have already filed your return for 2023 there is very little likelihood that the criminals could file a tax return in your name and interfere with any refund you were due. You should work with your tax preparer to make sure your banking information is correct, to file your returns and to follow up with the IRS regarding your refunds. The IRS has a Taxpayer Guide to Identity Theft, which we recommend you review. You can find it online at <https://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft>. Please see the FAQs attached for additional information.

You should remain vigilant for incidents of fraud and identity theft including by regularly reviewing your account statements and monitoring free credit reports. If you discover any suspicious or unusual activity on your accounts or suspect identity theft or fraud, be sure to report it immediately to your financial institutions. In addition, you may contact the Federal Trade Commission (“FTC”) or law enforcement to report incidents of identity theft or to learn about steps you can take to protect yourself from identity theft. To learn more, you can go to the FTC’s Web site, at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft), call the FTC, at (877) IDTHEFT (438-4338) or write to Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

You may also periodically obtain free credit reports from each nationwide credit reporting agency. Under federal law, you are entitled to one free copy of your credit report every 12 months from each of the three nationwide credit reporting agencies. You may order one, two, or all three reports at the same time, or you may stagger your requests during a 12-month period to keep an eye on the accuracy and completeness of the information in your reports. You may obtain a free copy of your credit report by going to [www.AnnualCreditReport.com](http://www.AnnualCreditReport.com) or by calling (877) 322-8228. You may contact the nationwide credit reporting agencies at:

Equifax  
(888) 378-4329  
P.O. Box 740241  
Atlanta, GA 30374  
www.equifax.com

Experian  
(888) 397-3742  
P.O. Box 955  
Allen, TX 75013  
www.experian.com

TransUnion  
(800) 680-7289  
Fraud Victim Assistance Division  
P.O. Box 2000  
Chester, PA 19016-2000  
www.transunion.com.

The credit reporting agencies may also allow you to view your current credit report online on a weekly basis without charge. If you discover information on your credit report arising from a fraudulent transaction, you should request that the credit reporting agency delete that information from your credit report file.

#### For More Information

In addition, you may obtain additional information from the FTC and the credit reporting agencies about fraud alerts and security freezes. You can add a fraud alert to your credit report file to help protect your credit information. A fraud alert can make it more difficult for someone to get credit in your name because it tells creditors to follow certain procedures to protect you, but it also may delay your ability to obtain credit. You may place a fraud alert in your file by calling just one of the three nationwide credit reporting agencies listed above. As soon as that agency processes your fraud alert, it will notify the other two agencies, which then must also place fraud alerts in your file. In addition, you can contact the nationwide credit reporting agencies regarding if and how you may place a security freeze on your credit report to prohibit a credit reporting agency from releasing information from your credit report without your prior written authorization.

Please know that TGC regrets any inconvenience or concern this incident may cause you. Please do not hesitate to contact us at **626-899-3371** if you have any questions or concerns.

Sincerely,

*Janet Caldwell*  
Janet Caldwell  
Chief Financial and Operations Officer

*IF YOU ARE A CALIFORNIA RESIDENT:* Even if you do not find any signs of fraud on your credit reports, the California Office of Privacy Protection recommends that you check your credit reports every three months for the next year. The law allows you to order a free credit report from each agency every 12 months. You may order one, two, or all three reports at the same time, or you may stagger your requests during a 12-month period to monitor the accuracy and completeness of the information in your reports. Just call one of the numbers above to order your report and keep the "fraud alert" in place. For more information on identity theft, you may visit the California Office of Privacy Protection website, [www.oag.ca.gov/privacy](http://www.oag.ca.gov/privacy).

*IF YOU ARE AN INDIANA RESIDENT:* For additional steps you may want to take to protect yourself please read the Indiana Identity Theft Prevention section online at [www.IndianaConsumer.com](http://www.IndianaConsumer.com) for more information about situation-specific actions and responses.

*IF YOU ARE A MARYLAND RESIDENT:* You may obtain information about avoiding identity theft from the FTC or the Maryland Attorney General's Office. These offices can be reached at:

Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, NW Washington, DC 20580 (877) IDTHEFT (438-4338) <a href="http://www.ftc.gov/idtheft/">http://www.ftc.gov/idtheft/</a>	Office of the Attorney General Consumer Protection Division 200 St. Paul Place Baltimore, MD 21202 (888) 743-0023 <a href="http://www.oag.state.md.us">www.oag.state.md.us</a>
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*IF YOU ARE A NEW YORK RESIDENT:* For more information on identity theft, we suggest that you visit the New York State Consumer Protection Board website at [www.dos.ny.gov/consumerprotection](http://www.dos.ny.gov/consumerprotection).

*IF YOU ARE A NORTH CAROLINA RESIDENT:* You may obtain information about preventing identity theft from the FTC or the North Carolina Attorney General's Office. These offices can be reached at:

Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, NW Washington, DC 20580 (877) IDTHEFT (438-4338) <a href="http://www.consumer.gov/idtheft">www.consumer.gov/idtheft</a>	North Carolina Department of Justice Attorney General Roy Cooper 9001 Mail Service Center Raleigh, NC 27699-9001 (877) 566-7226 <a href="http://www.ncdoj.com">http://www.ncdoj.com</a>
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*IF YOU ARE A SOUTH CAROLINA RESIDENT:* You may obtain information about preventing identity theft from the South Carolina Department of Consumer Affairs, 293 Greystone Boulevard, Ste. 400, Columbia, SC 29210; (803) 734-4200; <https://consumer.sc.gov/consumer-resources>