



10300 SW Greenburg Rd.  
Suite 570  
Portland, OR 97223

To Enroll, Please Call:  
1-833-903-3648  
Or Visit:  
<https://app.idx.us/account-creation/protect>  
Enrollment Code: [XXXXXXXXXX]

<<First Name>> <<Last Name>>  
<<Address1>>  
<<Address2>>  
<<City>>, <<State>> <<Zip>>

October 13, 2022

Subject: Notice of Data <<Variable 1>>

Dear <<First Name>> << Last Name>>:

I am writing to inform you of a data security incident that may have affected your personal information. At Alternative Investment Resource, LLC d/b/a AIR Asset Management (“AIR”), we take the privacy and security of your information very seriously. Therefore, we are contacting you to notify you about this incident and provide you with information about steps you can take to protect your information, including enrolling in the complimentary identity protection services we are making available to you.

**What Happened?** On March 28, 2022, AIR discovered unusual activity involving an employee’s email account. Upon discovering this activity, we immediately initiated an investigation and took steps to secure our email environment. The investigation concluded that two employee email accounts were accessed without authorization between January 22, 2022 and March 28, 2022. As a result, AIR undertook a comprehensive review of the contents of the email accounts to identify whether any individual information was contained in the accounts. Our review concluded on August 23, 2022, at which time we learned that the email accounts may have contained some of your personal information. As soon as we discovered that the incident impacted individuals’ personal information, we immediately conducted a diligent search to identify current mailing addresses so that we could send notifications.

Please note this incident was limited to select information transmitted by email. We are not aware of the misuse of any personal information that may have been involved in this incident.

**What Information Was Involved?** The affected information may have included your <<Variable 2: Data Elements>>.

**What Are We Doing?** As soon as we discovered this incident, we took the steps described above. We have also implemented additional safeguards to help ensure our email environment’s security and reduce the risk of a similar incident occurring in the future.

In addition, we are providing steps you can take to help protect your personal information, and out on an abundance of caution, we offer you <<Variable 3: 12/24 months>> identity protection and credit monitoring services at no cost to you through IDX. The IDX services include credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, and fully managed identity theft recovery services. With this protection, IDX will help you resolve issues if your identity is compromised. Please note that the deadline to enroll in these services is January 10, 2023.

**What Can You Do?** We recommend you review the guidance included in this letter about protecting your information. You can also contact our dedicated call center with any questions and enroll in the free services by calling 1-833-903-

3648 or going to <https://app.idx.us/account-creation/protect> and using the Enrollment Code provided above. Call center representatives are available to assist you Monday through Friday from 8:00 a.m. to 8:00 p.m. Central Time.

**For More Information:** Further information about how to help protect your information appears on the following page. If you have questions or need assistance, please call 1-833-903-3648, Monday through Friday from 8:00 a.m. to 8:00 p.m. Central Time.

We take your trust in us and this matter very seriously. Please accept our sincere apologies for any worry or inconvenience this may cause you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Amy Boyet Besse', with a stylized flourish at the end.

Amy Boyet Besse  
Chief Compliance Officer

AIR Asset Management  
333 South Wabash, 2714  
Chicago, IL 60604

## Steps You Can Take to Protect Your Personal Information

**Review Your Account Statements and Notify Law Enforcement of Suspicious Activity:** As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

**Copy of Credit Report:** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 1-877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You also can contact one of the following three national credit reporting agencies:

### **Equifax**

P.O. Box 105788  
Atlanta, GA 30348  
1-888-378-4329  
[www.equifax.com](http://www.equifax.com)

### **Experian**

P.O. Box 9532  
Allen, TX 75013  
1-800-831-5614  
[www.experian.com](http://www.experian.com)

### **TransUnion**

P.O. Box 1000  
Chester, PA 19016  
1-800-916-8800  
[www.transunion.com](http://www.transunion.com)

**Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least one year. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

**Security Freeze:** You have the right to put a security freeze on your credit file for up to one year at no cost. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

### **Federal Trade Commission**

600 Pennsylvania Ave, NW  
Washington, DC 20580  
[consumer.ftc.gov](http://consumer.ftc.gov)  
1-877-438-4338

### **Maryland Attorney General**

St. Paul Plaza  
200 St. Paul Place  
Baltimore, MD 21202  
[marylandattorneygeneral.gov](http://marylandattorneygeneral.gov)  
1-888-743-0023

### **New York Attorney General**

Bureau of Internet and Technology  
Resources  
28 Liberty Street  
New York, NY 10005  
[ag.ny.gov](http://ag.ny.gov)  
1-212-416-8433 / 1-800-771-7755

### **North Carolina Attorney General**

9001 Mail Service Center  
Raleigh, NC 27699  
[ncdoj.gov](http://ncdoj.gov)  
1-877-566-7226

### **Rhode Island Attorney General**

150 South Main Street  
Providence, RI 02903  
<http://www.riag.ri.gov>  
1-401-274-4400

### **Washington D.C. Attorney General**

400 S 6th Street, NW  
Washington, DC 20001  
[oag.dc.gov](http://oag.dc.gov)  
1-202-727-3400

**You also have certain rights under the Fair Credit Reporting Act (FCRA):** These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit [https://files.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf).

