



**CARVIN SOFTWARE**  
SOFTWARE & CONSULTING SERVICES

<<Return Mail Address>>

To Enroll, Please Call:

1-888-567-0279

Or Visit:

<https://response.idx.us/carvinsoftware>

Enrollment Code: [XXXXXXXXXX]

<<First Name>> <<Last Name>>

<<Address 1>>

<<Address 2>>

<<City>>, <<State>> <<Zip>>

<<Country>>

May 19, 2023

## <<NOTICE OF DATA BREACH>>

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

Carvin Software, LLC (“Carvin Software”) is writing to inform you of an incident that may involve some of your information. Carvin Software has your information because we offer staffing software solutions and consulting services to <<Data Owner>>. This letter includes information about the incident, our response, and steps you may take to protect your personal information, if you feel it is appropriate to do so.

**What Happened?** On March 9, 2023, Carvin Software identified unusual activity on certain systems within our computer network. We promptly isolated the affected systems and commenced a comprehensive investigation into the full nature and scope of the activity. On March 27, 2023, the investigation determined that certain files were copied from our network without authorization between February 22, 2023, and March 9, 2023. While the investigation was not able to determine the specific files that were copied without authorization, in an abundance of caution Carvin Software undertook a comprehensive review of all potentially impacted files in order to determine what specific information was present in those files and to whom that information related. This review was completed on March 29, 2023. We then worked to notify you and provide information and services to assist you in protecting your data.

**What Information Was Involved?** Our investigation determined that the potentially affected files contained information including <<Data Elements>>, and name. Therefore, if this type of information relating to you was provided to Carvin as part of the services it provides to <<Data Owner>> it is possible it was present in the involved files.

**What We Are Doing.** In an abundance of caution we are notifying you about this incident and providing you access to complimentary credit monitoring services. Further, we implemented additional technical security measures, and are evaluating our policies and procedures to further safeguard information in our systems. We also notified federal law enforcement of this event.

**What You Can Do.** As a precautionary measure, we encourage you to remain vigilant against potential incidents of identity theft and fraud by reviewing your account statements and monitoring your free credit reports for suspicious activity and to detect errors. We also recommend you review the “Steps You Can Take to Help Protect Personal Information” section of this letter. Further, you may enroll in the offered complimentary credit monitoring services. Enrollment instructions are on the next page of this letter. Please note, we are unable to enroll you. You will need to follow the instructions included in this letter in order to enroll yourself in the services being offered.

**For More Information.** If you have questions about this matter, please contact our dedicated assistance line at 1-888-567-0279, Monday through Friday from 9:00 a.m. to 9:00 p.m. EST (excluding U.S. holidays). You may also write to Carvin Software at 70 South Val Vista Drive, Suite A3, Gilbert, AZ 85296.

**Si necesita asistencia en español, comuníquese con nosotros al 1-888-567-0279, de lunes a viernes de 9:00 a. m. a 9:00 p. m. EST (excluyendo los días festivos de EE. UU.)**

Sincerely,

Carvin Wilson  
Owner & CEO  
Carvin Software, LLC

## STEPS YOU CAN TAKE TO HELP PROTECT PERSONAL INFORMATION

### **Enroll in Credit Monitoring**

We are offering identity theft protection services through IDX, A ZeroFox Company, the data breach and recovery services expert. IDX identity protection services include: <<12/24>> months of credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, and fully managed id theft recovery services. With this protection, IDX will help you resolve issues if your identity is compromised.

Go to <https://response.idx.us/carvinsoftware> or call 1-888-567-0279 and follow the instructions for enrollment using your Enrollment Code provided at the top of the first page of this letter. Please note the deadline to enroll is August 2, 2023.

### **Monitor Your Accounts**

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. 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 directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

Consumers have the right to place an initial or extended “fraud alert” on a credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a “credit freeze” on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer’s express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report. To request a security freeze, you will need to provide the following information:

1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. Addresses for the prior two to five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver’s license or ID card, etc.); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if you are a victim of identity theft.

Should you wish to place a credit freeze, please contact the three major credit reporting bureaus listed below:

<b>Equifax</b>	<b>Experian</b>	<b>TransUnion</b>
<a href="https://www.equifax.com/personal/credit-report-services/">https://www.equifax.com/personal/credit-report-services/</a>	<a href="https://www.experian.com/help/">https://www.experian.com/help/</a>	<a href="https://www.transunion.com/credit-help">https://www.transunion.com/credit-help</a>
1-888-298-0045	1-888-397-3742	1-800-916-8800
Equifax Fraud Alert, P.O. Box 105069 Atlanta, GA 30348-5069	Experian Fraud Alert, P.O. Box 9554, Allen, TX 75013	TransUnion Fraud Alert, P.O. Box 2000, Chester, PA 19016
Equifax Credit Freeze, P.O. Box 105788 Atlanta, GA 30348-5788	Experian Credit Freeze, P.O. Box 9554, Allen, TX 75013	TransUnion Credit Freeze, P.O. Box 160, Woodlyn, PA 19094

## **Additional Information**

You may further steps to educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to help protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or your state Attorney General. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; [www.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.

*For District of Columbia residents*, the District of Columbia Attorney General may be contacted at: 400 6th Street, NW, Washington, DC 20001; 202-727-3400; and [oag.dc.gov](http://oag.dc.gov).

*For Maryland residents*, the Maryland Attorney General may be contacted at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-410-528-8662 or 1-888-743-0023; and [www.oag.state.md.us](http://www.oag.state.md.us).

*For New Mexico residents*, you have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting bureaus must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit “prescreened” offers of credit and insurance you get based on information in your credit report; and you may seek damages from violator. You may have additional rights under the Fair Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. We encourage you to review your rights pursuant to the Fair Credit Reporting Act by visiting [www.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](http://www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf), or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

*For New York residents*, the New York Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; or <https://ag.ny.gov/>.

*For North Carolina residents*, the North Carolina Attorney General may be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; and [www.ncdoj.gov](http://www.ncdoj.gov).

*For Rhode Island residents*, the Rhode Island Attorney General may be reached at: 150 South Main Street, Providence, RI 02903; [www.riag.ri.gov](http://www.riag.ri.gov); and 1-401-274-4400. Under Rhode Island law, you have the right to obtain any police report filed in regard to this incident. There are <<Number of RI Residents Post NCOA>> Rhode Island residents impacted by this incident.