

Axxess International Inc.
1400-1360 boul René-Lévesque O
Montréal
Québec H3G 2W4

October XX, 2023

Notice of Data Breach

Dear XXXX

We write to inform you of a recent data security incident (“Matter”) that may concern some of your personal information (collectively the “Information”). While we currently have no evidence of actual misuse of your Information, we are sharing what we know about the Matter, our response to it, and steps you can take to help protect your Personal Information.

What happened?

On September 14, 2023, we identified unusual network activity. We immediately initiated our incident response protocols, which included isolating potentially impacted systems and network functions. We also began an investigation with the assistance of a computer forensic firm. The investigation determined that an unauthorized person accessed our network between September 12 and September 14. During that time, that person may have accessed and/or acquired some of the documents on our system.

What Information was Involved?

The Information that may be impacted includes:

- XX
- XX
- XX

What are we doing?

We regret any concern or inconvenience this incident may cause and remain committed to protecting the confidentiality of all current and former employees.

What can you do?

We encourage you to remain vigilant in reviewing your information, such as checking your account statements and monitoring credit reports for any suspicious activity.

Monitor Your Accounts. We recommend that you regularly review statements from your accounts and periodically obtain your credit report from one or more of the national credit reporting companies. You may get a free copy of your credit report online at www.annualcreditreport.com, by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at

www.annualcreditreport.com) to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281. You may also purchase a copy of your credit report by contacting one or more of the three national credit reporting agencies listed below.

Equifax® P.O. Box 740241 Atlanta, GA 30374-0241 1-800-685-1111 www.equifax.com

Experian P.O. Box 9701 Allen, TX 75013-9701 1-888-397-3742 www.experian.com

TransUnion® P.O. Box 1000 Chester, PA 19016-1000 1-800-888-4213 www.transunion.com

When you receive your credit reports, please review them carefully. Look for accounts or creditor inquiries you did not initiate or do not recognize. Look for information, such as home address and Social Security number that is not accurate. If you see anything you do not understand, call the credit reporting agency at the telephone number on the report.

Credit Freeze. You have the right to put a security freeze, also known as a credit freeze, on your credit file so that no new credit can be opened in your name without using a Personal Identification Number (PIN) issued to you when you initiate a freeze. A credit freeze prevents potential credit grantors from accessing your credit report without your consent. If you place a credit freeze, potential creditors and other third parties cannot access your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. According to federal law, you cannot be charged to place or lift a credit freeze on your credit report. Should you wish to place a credit freeze, please get in touch with all three major consumer reporting agencies listed below.

Equifax P.O. Box 105788 Atlanta, GA 30348-5788 1-800-685-1111 www.equifax.com/personal/credit-report-services

Experian P.O. Box 9554 Allen, TX 75013-9554 1-888-397-3742 www.experian.com/freeze/center.html

TransUnion P.O. Box 2000 Chester, PA 19016-2000 1-888-909-8872 www.transunion.com/credit-freeze

You must place a credit freeze separately on your credit file at each credit reporting agency. The following information should be included when requesting a credit freeze: 1) Full name, with middle initial and any suffixes; 2) Social Security number; 3) Date of birth (month, day, and year); 4) Current address and previous addresses for the past five (5) years; 5) Proof of current address, such as a current utility bill or telephone bill; 6) Other personal information as required by the applicable credit reporting agency; If you request a credit freeze online or by phone, then the credit reporting agencies have one (1) business day after receiving your request to place a credit freeze on your credit file report. If you request a credit freeze lift online or by phone, the credit reporting agency must lift the freeze within one (1) hour. If you request a credit freeze or lift of a credit freeze by mail, the credit agency must place or lift the credit freeze no later than three (3) business days after getting your request.

Fraud Alerts. You also have the right to place an initial or extended fraud alert on your file at no cost. An initial fraud alert lasts 1-year and is placed on a consumer's credit file. Upon seeing a fraud alert displayed on a consumer's credit file, a business must 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 lasting 7 years. Should you wish to place a fraud alert, please get in touch with any of the agencies listed below. The agency you get will then contact the other two credit agencies.

Equifax P.O. Box 105788 Atlanta, GA 30348-5788 1-888-766-0008 www.equifax.com/personal/credit-report-services

Experian P.O. Box 9554 Allen, TX 75013-9554 1-888-397-3742 www.experian.com/fraud/center.html

TransUnion P.O. Box 2000 Chester, PA 19016-2000 1-800-680-7289 www.transunion.com/fraud-victim-resource/place-fraud-alert

Additional Information. You can further educate yourself regarding identity theft and the steps to protect yourself by contacting your state Attorney General or the Federal Trade Commission. Instances of known or suspected identity theft should be reported to law enforcement, your Attorney General, and the FTC.

The Federal Trade Commission
600 Pennsylvania Avenue, NW
Washington, DC 20580
1-877-ID-THEFT (1-877-438-4338)
TTY: 1-866-653-4261
www.ftc.gov/idtheft

For more information

If you have any questions, please call 1-866-449-9377 toll-free Monday through Friday from 8:30 a.m. – 5 p.m. EST.

We apologize for any inconvenience this may have caused.

Sincerely,

Richard Gervais
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Québec H3G 2W4
1-866-449-9377