

Secure Processing Center  
P.O. Box 3826  
Suwanee, GA 30024

To Enroll, Please Call: TFN Or Visit: <<link>> Enrollment Code: <<Activation Code>>
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<<MailID>>  
<<Name 1>>  
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<<Address 1>>  
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<<Address 3>>  
<<Address 4>>  
<<City>>, <<State>><<Zip>>  
<<Country>>

<<Date>>

**Subject: Notice of Data Security Incident**

Dear <<Name>>:

We are writing to inform you of a recent data security incident experienced by The Van Winkle Law Firm (the “Firm”) located in Asheville, North Carolina, that may have involved some of your information. This letter is to notify you of the incident, offer you complimentary identity protection services, and inform you about steps you can take to help protect your personal information.

**What Happened.** On February 28, 2024, the Firm identified suspicious activity associated with its payroll software. In response, we took immediate steps to secure our systems and promptly launched an investigation. The Firm also engaged independent cybersecurity experts to conduct an investigation. In order to notify potentially affected individuals as quickly as possible, the Firm is notifying all those whose information resided in the payroll software.

Please note that there is no evidence that your personal information was actually accessed or has been misused. However, out of an abundance of caution, we are notifying you about the incident, providing you with resources to help you protect your personal information, and offering you complimentary identity protection services.

**What Information Was Involved.** The data that could have potentially been accessed by the unauthorized party may have included your name and bank account number, passport number, driver’s license number, and/or Social Security number.

**What We Are Doing.** To help prevent something like this from happening again, we are implementing additional technical security measures. We are also providing you with information about steps that you can take to help protect your personal information. As a further precaution, we are offering you 12 months of complimentary identity protection services through CyEx. This product helps detect possible misuse of your information and provides you with identity protection support.

**What You Can Do.** You can follow the recommendations included with this letter to help protect your information. In addition, you can also enroll in CyEx’s complimentary identity protection services by going to the link noted above or calling the number noted above. When prompted, please provide the unique code noted above to enroll in the services. The deadline to enroll is <<enrollment deadline>>. For more information on how you can protect your personal information, please review the resources provided on the following pages.

**For More Information:** If you have any questions regarding the incident, please call (828) 771-2546, Monday through Friday, between 9am and 5pm EST.

The security of the information in our possession is a top priority for the Firm. We take your trust in us and this matter very seriously and we deeply regret any worry or inconvenience that this may cause you.

Sincerely,

A handwritten signature in black ink, appearing to read "David Boeke". The signature is fluid and cursive, with the first name "David" and last name "Boeke" clearly distinguishable.

David Boeke, Chief Operating Officer  
The Van Winkle Law Firm  
11 N. Market St.  
Asheville, NC 28801

## 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 105851  
Atlanta, GA 30348  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

**Experian**

P.O. Box 9532  
Allen, TX 75013  
1-888-397-3742  
[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, and  
[www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)  
1-877-438-4338

**North Carolina Attorney General**

9001 Mail Service Center  
Raleigh, NC 27699  
ncdoj.gov  
1-877-566-7226

**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://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf>.