

June XX, 2024

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

<<Address1>> <<Address2>>

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

Via First Class Mail

Notice of Data Security Incident

Dear <<First Name>> <<Last Name>>,

The law firm of D'Amico & Pettinicchi, LLC (formerly known as D'Amico, Griffin & Pettinicchi, LLC) is writing to notify you of a cyber incident involving a portion of our computer systems where some of your personal information was stored.

On April 15, 2024, we became aware that parts of our computer network had suffered a sophisticated cyber-attack. We immediately notified law enforcement and engaged cybersecurity experts. On May 1, 2024, we discovered through our forensic investigation that threat actors had access to parts of our computer network containing some client files. This access may have lasted from March 21, 2024 to April 25, 2024. These files contained some case information that may have included: name, date of birth, address, telephone number, email addresses, legal records, medical records, insurance information, date(s) of service, and Social Security number.

To be clear, we have no reason to believe that the threat actors actually accessed files with your information.

Thankfully, we were able to quickly resolve the matter with the advice, consultation, and assistance of law enforcement and cybersecurity experts and receive confirmation that any unauthorized file copies were destroyed.

We take the privacy and security of information entrusted to us seriously, and we deeply regret that this attack on our system occurred. We took several steps to mitigate the impact of the incident, including conducting a thorough investigation with the assistance of IT and cybersecurity specialists, confirming the security of our internal network, and implementing new monitoring solutions to protect against future similar cyber-attacks. We continue to support law enforcement's investigation of the threat actors, and law enforcement has not requested that we delay this notification.

We are offering free credit monitoring on the three prevailing credit monitoring bureaus (Equifax, Experian, TransUnion) and identity theft services with one million dollars identity theft insurance with no deductible, for any individuals potentially impacted by this incident. The accompanying enclosure explains all of the services we are offering, free of charge, along with instructions on how to enroll.

Finally, on behalf of D'Amico & Pettinicchi, LLC, we sincerely apologize for any inconvenience. We value the trust you place in us and take seriously our role in safeguarding your personal information.

In order to answer your questions as quickly as possible, we have a dedicated call center which can be reached at (xxx) 9AM – 7PM, Monday through Friday. If after speaking with the call center you would still like to speak with us, you may contact our offices between 9AM – 5PM, Monday through Thursday and 9AM – 1PM on Fridays.

Sincerely,

Michael D'Amico
Member

Thomas Pettinicchi
Member

Credit Monitoring and Identity Theft Services Enrollment

Credit Monitoring and Identity Theft Services: To enroll in Credit Monitoring and Identity Theft services at no charge, please log on to <<[WEBSITE HERE](#)>> and follow the instructions provided. When prompted please provide the following unique code to receive services: <<[CODE HERE](#)>>. Here is the list of services we are providing free of charge:

- [\[Vendor to insert description of services\]](#)

In order for you to receive the services described above, you must enroll within 60 days from the date of this letter.

We encourage you to take full advantage of this service offering. Below are other actions you may consider taking.

Additional Resources

Credit Reports: You may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. You may obtain a free copy of your credit report from each of the three nationwide credit reporting agencies. To order your free credit report, please visit www.annualcreditreport.com, or call toll-free at 1-877-322-8228. You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available at <https://www.consumer.ftc.gov/articles/0155-free-credit-reports>) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281.

Security Freeze: You also have the right to place a security freeze on your credit report free of charge. A security freeze is intended to prevent credit, loans, and services from being approved in your name without your consent. To place a security freeze on your credit report, you need to make a request to each consumer reporting agency. You may make that request by certified mail, overnight mail, regular stamped mail, or by following the instructions found at the websites listed below. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse or a minor under the age of 16, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any other documents the credit bureau may request. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. As of September 21, 2018, it is free to place, lift, or remove a security freeze. You may also place a security freeze for children under the age of 16. You may obtain a free security freeze online or by contacting any one or more of the following national consumer reporting agencies:

Equifax: 1-888-378-4329 ([Security Freeze | Freeze or Unfreeze Your Credit | Equifax®](#))

Experian: 1-888-397-3742 ([Freeze or Unfreeze Your Credit File for Free - Experian](#))

TransUnion: 1-855-681-3196 ([Credit Freeze | Freeze My Credit | TransUnion](#))

Fraud Alerts: You can place fraud alerts with the three credit bureaus by phone and online with:

- Equifax (https://assets.equifax.com/assets/personal/Fraud_Alert_Request_Form.pdf);

- TransUnion (<https://www.transunion.com/fraud-alerts>); or
- Experian (<https://www.experian.com/fraud/center.html>).

A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. As of September 21, 2018, initial fraud alerts last for one year. Victims of identity theft can also get an extended fraud alert for seven years. The phone numbers for all three credit bureaus are listed above.

Monitoring: You should always remain vigilant and monitor your accounts for suspicious or unusual activity.

File Police Report: You have the right to file or obtain a police report if you experience identity fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide proof that you have been a victim.

FTC and Attorneys General: You can further educate yourself regarding preventing identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, www.identitytheft.gov, 1-877-ID-THEFT (1-877-438-4338), 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.

For residents of Connecticut: You may also obtain information about preventing and avoiding identity theft from the Connecticut Office of Attorney General: **Connecticut Office of the Attorney General**, 55 Elm Street, Hartford, CT 06106, 1-860-808-5318, <https://portal.ct.gov/AG/Consumer-Issues/Identity-Theft/Identity-Theft>

For residents of Maryland: You may also obtain information about preventing and avoiding identity theft from the Maryland Office of the Attorney General: **Maryland Office of the Attorney General**, Consumer Protection Division 200 St. Paul Place, Baltimore, MD 21202, 1-888-743-0023, www.oag.state.md.us

For residents of Massachusetts: You also have the right to obtain a police report, if any.

For residents of North Carolina: You may also obtain information about preventing and avoiding identity theft from the North Carolina Attorney General's Office: **North Carolina Attorney General's Office**, Consumer Protection Division 9001 Mail Service Center, Raleigh, NC 27699-9001, 1-877-5-NO-SCAM, www.ncdoj.gov