



A is for Apple
autism, speech & occupational therapy

Autism Learning Partners
c/o gcg
PO Box 10569
Dublin, OH 43017-7269

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

April 3, 2018

Notice of Data Breach

Dear <<Full Name>>:

Autism Learning Partners, and its subsidiary, A is for Apple, is committed to maintaining the privacy of our current and former employees' personal information. We are writing to inform you of an incident that involved some of your personal information. This notice describes the incident, the information involved, the measures we have taken, and some steps you can take to further protect yourself.

What Happened

On March 15, 2018, A is for Apple sent an email to a former employee in response to her request for a copy of her 2017 IRS Form W-2. Instead of sending only the former employee's W-2, the response inadvertently included an attachment with the W-2 forms for all current and former employees, including yours. The former employee quickly reported this error to us and stated that she immediately deleted the file from her account.

What Information Was Involved

Your 2017 W-2, which includes your name, address, earnings information, and Social Security number.

What You Can Do

Although, to date, we have no evidence that your personal information was misused or will be misused, out of an abundance of caution, we wanted to let you know this happened and assure you we take it very seriously. As a precaution, we have secured the services of Experian, a leading consumer credit reporting agency, to offer you a complimentary, one-year membership in Experian's[®] IdentityWorksSM. This product can detect possible misuse of your personal information and provides you with identity protection support focused on immediate identification and resolution of identity theft. IdentityWorksSM is completely free, and enrolling in this program will not hurt your credit score. **For more information about IdentityWorksSM, including instructions on how to activate your complimentary, one-year membership, please see the attached.** Identity restoration assistance is immediately available to you.

What We Are Doing

To help ensure that a similar incident does not occur in the future, we have taken steps to enhance our existing procedures related to handling sensitive employee information and quality control.

For More Information

We sincerely regret any concern this may cause you. If you have any questions, please call 1-888-381-1828, Monday through Friday, from 9:00 a.m. to 5:00 p.m. PDT.

Sincerely,

Sarah Spector

Sarah Spector

Financial Controller

**ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN
IDENTITYWORKS MEMBERSHIP**

- **Enroll by: June 30, 2018** (Your code will not work after this date)
- **Visit** the Experian IdentityWorks website to enroll: www.experianidworks.com/3bcredit
- **Provide** your activation code: [REDACTED]

If you have questions about the product, need assistance with identity restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at **877-890-9332**. Be prepared to provide engagement number [REDACTED] as proof of eligibility for the identity restoration services by Experian.

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately without needing to enroll in the product** regarding any fraud issues. Identity Restoration specialists are available to help you address credit and non-credit related fraud.

Once you enroll in Experian IdentityWorks, you will have access to the following additional features:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.¹
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

**Activate your membership today at www.experianidworks.com/3bcredit
or call 877-890-9332 to register with the activation code above.**

What you can do to protect your information: There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to www.ExperianIDWorks.com/restoration for this information

¹ Offline members will be eligible to call for additional reports quarterly after enrolling.

^{**} Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. (AIG). The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

Additional Steps You Can Take

Even if you choose not to take advantage of this free credit monitoring, we remind you to remain vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

Equifax, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-800-685-1111

Experian, PO Box 2002, Allen, TX 75013, www.experian.com, 1-888-397-3742

TransUnion, PO Box 2000, Chester, PA 19016, www.transunion.com, 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft

If you know or suspect you are a victim of tax-related identity theft, the IRS recommends these steps:

- Respond immediately to any IRS notice; call the number provided or, if instructed, go to IDVerify.irs.gov.
- Complete IRS Form 14039, Identity Theft Affidavit, if your e-filed return rejects because of a duplicate filing under your SSN or you are instructed to do so. Use a fillable form at IRS.gov, print, then attach the form to your return and mail according to instructions.
- Continue to pay your taxes and file your tax return, even if you must do so by paper.

If you previously contacted the IRS and did not have a resolution, contact the IRS for specialized assistance at 1-800-908-4490.