



<<Date>> (Format: Month Day, Year)

<<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>  
<<address\_1>>  
<<address\_2>>  
<<city>>, <<state\_province>> <<postal\_code>>  
<<country >>

## Notice of Data Breach

Dear <<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>,

Altice USA takes seriously our commitment to protecting your personal information. Unfortunately, we are contacting you about an email phishing incident that may have involved some of your personal information<<b2b\_text\_3 ( as a former employee of Altice USA, its subsidiaries or predecessor companies Cablevision and Suddenlink)>. We regret that this incident occurred and apologize for any inconvenience or concern it may cause you. While we have no information at this time that would indicate that your personal information has been misused, below please find details about the incident, information about the complimentary identity and credit monitoring resources we are providing, and additional steps you can take to protect your information.

### What happened?

In November 2019, an unauthorized third party gained access to certain Altice USA employees' email account credentials through a phishing incident. The unauthorized third party then used the stolen credentials to remotely access and, in some instances, download the employees' mailbox contents. Upon identifying this incident through our internal controls, we secured the email accounts, engaged an expert computer forensics firm to assist with our investigation, and notified law enforcement.

### What information was involved?

During our investigation, we learned in January 2020 that one of the downloaded mailboxes contained a password protected report that contained personal information, including name, employment information, Social Security number, date of birth and, in some instances, driver's license number. <<b2b\_text\_4 (As a current employee, your personal information was included in this report. / As a former employee, your personal information was included in this report.)>

### What we are doing.

In November 2019 after learning about the phishing incident, we retained an expert computer forensics firm to support our efforts to contain the incident, and to determine the scope of the incident. We also informed federal law enforcement agencies about the incident. While the investigation is ongoing, we continue taking steps to prevent similar situations from happening in the future, including:

- having reset passwords for all compromised accounts to prevent further unauthorized access;
- conducting additional mandatory education to help employees recognize and avoid phishing emails;
- revising internal policies and practices to strengthen our internal security standards; and
- strengthening email system security controls and protocols.

**Although we have no evidence that any of your information from this report has been misused to date, in an abundance of caution and to help relieve concerns following this incident, we have secured the services of Experian to provide complimentary identity and credit monitoring services.** You are eligible to enroll in Experian IdentityWorks<sup>SM</sup> Credit 3B for a period of one year, free of cost. Identity monitoring services available to you include:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.\*
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Experian IdentityWorks Extend CARE™:** Identity Restoration specialists are immediately available to help investigate and resolve each incident of fraud that occurred (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition). **NOTE:** this service is immediately available to you and does not require any action on your part. You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired. Be prepared to provide engagement number <<b2b\_text\_2 (Engagement Number)>> as proof of eligibility for the identity restoration services by Experian.
- **\$1 Million Identity Theft Insurance\*\*:** Provides coverage for certain costs and unauthorized electronic fund transfers.

All you need to do to take advantage of these services is contact Experian to enroll. Activate IdentityWorks Credit 3B Now in Three Easy Steps

1. ENROLL by: <<b2b\_text\_1 (Date as Month Day, Year) >> (Your code will not work after this date.)
2. VISIT the Experian IdentityWorks website to enroll: [www.experianidworks.com/3bcredit](http://www.experianidworks.com/3bcredit)
3. PROVIDE the Activation Code: <<Member ID>>

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877-288-8057. Your activation code expires at **11:59pm on <<b2b\_text\_1 (Date as Month Day, Year) >>** and will not work after this date. A credit card is not required for enrollment in Experian IdentityWorks Credit 3B. If you have any questions about IdentityWorks, need help understanding something on your credit report, or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 877-288-8057.

#### What you can do.

Please review the enclosed "Additional Resources" document which describes additional steps you can take to help protect yourself, including recommendations by the Federal Trade Commission regarding identity theft protection and details on how to place a fraud alert or a security freeze on your credit file.

<<b2b\_text\_5 (It's also important to always stay vigilant when reviewing emails – in the workplace or on personal email)>> <<b2b\_text\_6 (– which is why we have a 24/7 employee resource via chat on our internal Service Central or IT Service Desk via phone in case employees have questions or want to verify a communication.)>>

#### For more information.

Protecting your information remains important to us. If you have any questions please contact our dedicated call center at 1-844-902-2038 between 9:00 a.m. and 6:30 p.m. Eastern Time, Monday through Friday. We regret any inconvenience or concern this may have caused and are continuing to take steps to demonstrate our ongoing commitment to the security of your information.

Sincerely,



Colleen Schmidt  
Executive Vice President, Human Resources  
Altice USA

\* 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 RESOURCES

### Contact information for the three nationwide credit reporting agencies is:

**Equifax**, PO Box 740241, Atlanta, GA 30374, [www.equifax.com](http://www.equifax.com), 1-800-685-1111

**Experian**, PO Box 2104, Allen, TX 75013, [www.experian.com](http://www.experian.com), 1-888-397-3742

**TransUnion**, PO Box 2000, Chester, PA 19022, [www.transunion.com](http://www.transunion.com), 1-800-888-4213

**Free Credit Report.** It is recommended that you remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring your credit report for 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 agencies.

To order your annual free credit report please visit **[www.annualcreditreport.com](http://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 from the U.S. Federal Trade Commission's ("FTC") website at [www.consumer.ftc.gov](http://www.consumer.ftc.gov)) to:

**Annual Credit Report Request Service**, P.O. Box 105281, Atlanta, GA 30348-5281.

### For Colorado, Georgia, Maine, Maryland, Massachusetts, New Jersey, Puerto Rico, and Vermont residents:

You may obtain one or more (depending on the state) additional copies of your credit report, free of charge. You must contact each of the credit reporting agencies directly to obtain such additional report(s).

**Fraud Alert.** You may place a fraud alert in your file by calling one of the three nationwide credit reporting agencies above. 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.

**Security Freeze.** You have the ability to place a security freeze on your credit report.

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 may be able to use an online process, an automated telephone line, or a written request to any of the three credit reporting agencies listed above. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, 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 applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. 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.

**Federal Trade Commission and State Attorneys General Offices.** 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 home state. You may also contact these agencies for information on how to prevent or avoid identity theft.

You may contact the **Federal Trade Commission**, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, [www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/), 1-877-IDTHEFT (438-4338).

**For Maryland residents:** You may contact the Maryland Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202, [www.oag.state.md.us](http://www.oag.state.md.us), 1-888-743-0023.

**For North Carolina residents:** You may contact the North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001, [www.ncdoj.gov](http://www.ncdoj.gov), 1-877-566-7226.

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

**For Connecticut residents:** You may contact the Connecticut Office of the Attorney General, 55 Elm Street, Hartford, CT 06106; [www.ct.gov/ag](http://www.ct.gov/ag); 1-860-808-5318.

**For Massachusetts residents:** You may contact the Office of the Massachusetts Attorney General, One Ashburton Place, Boston, MA 02108; [www.mass.gov/ago/contact-us.html](http://www.mass.gov/ago/contact-us.html); 1-617-727-8400.

**Reporting of identity theft and obtaining a police report.**

**For Iowa residents:** You are advised to report any suspected identity theft to law enforcement or to the Iowa Attorney General.

**For Massachusetts residents:** You have the right to obtain a police report if you are a victim of identity theft.

**For Oregon residents:** You are advised to report any suspected identity theft to law enforcement, the Federal Trade Commission, and the Oregon Attorney General.