



August [**], 2020

NOTICE OF SECURITY INCIDENT

Dear [Name]:

The American Payroll Association (“APA”) writes to inform you that a data security incident was discovered on or around July 13, 2020 that involved some of your personal information.

What Happened? The APA experienced a skimming cyberattack in which personal information was accessed by unauthorized individuals. The source of the cyberattack is thought to have been a vulnerability in APA’s content management system, which allowed a “skimmer” to be installed on both the login webpage of the APA website, as well as the checkout section of the APA’s online store. APA’s IT team uncovered unusual activity on the site dating back to May 13, 2020 at approximately 7:30 pm CT.

What Information Was Accessed? The unauthorized individuals gained access to login information (i.e. username and password) and individual payment card information (i.e. credit card information and associated data). By way of account access, the electronic fields that may have been accessed include: First and Last Names; Email Address; Job Title and Job Role; Primary Job Function and to whom you “Report”; Gender; Date of Birth; Address (either business or personal), including country, province or state, city, and postal code; Company name and size; Employee Industry; Payroll Software used at Workplace; Time and Attendance software used at work. In addition, some accounts include profile photos and social media username information.

What Are We Doing? Since discovering the cyberattack, APA has installed the latest security patches from our content management system to prevent any further exploitation of their website. APA technicians also reviewed all code changes made to the APA website since January; installed additional antivirus software on our servers; and increased the frequency of security patch implementation.

What Can You Do? APA wants to make you aware of additional steps you may take to guard against identity theft or fraud. APA encourages you to be vigilant by regularly reviewing your account statements and online activity. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained.

- Use Tools From Credit Providers. Carefully review your financial reports and bank, credit card and other account statements. Be proactive and create alerts on credit cards and bank

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accounts to notify you of activity. If you discover unauthorized or suspicious activity on your credit report or by any other means, file an identity theft report with your local police.

- Reset Your Password. Again, APA has also required all affected users to reset their password. If you have not done so, please reset your password information as soon as possible. We suggest that the updated password be distinct from passwords of your other online accounts.

Free Credit Monitoring. APA is offering you 12 months of free credit monitoring and \$1,000,000 in identity theft insurance through Equifax. With Equifax ID Patrol, you will be provided with daily credit monitoring of your Equifax, Experian, and TransUnion credit files, daily access to your Equifax Credit Report, and an annual 3-in-1 Credit Report with your credit history as reported by the three major credit reporting agencies. **You must activate the Equifax ID Patrol by the activation date in order for it to be effective.** To activate, go to www.myservices.equifax.com/patrol and enter your activation code: [CODE]. There is a 4-step enrollment process, which includes identity authentication. You will be asked a series of questions regarding your credit file that you must answer accurately to activate the product. For further product information and detailed enrollment instructions, please click here.

For More Information. You may contact us with questions and concerns about the potential unauthorized access of your personal information. You may call +1 (210) 224-6406, or email customerservice@americanpayroll.org for any questions you may have.

We take our role in safeguarding your personal information very seriously. Please rest assured that we are actively taking steps to ensure this type of incident does not happen again. We apologize for any inconvenience this may have caused you. Should you have any questions regarding this notice or if you would like more information, please do not hesitate to contact us.

Sincerely,



Robert Wagner
Senior Director of Govt. and Public Relations, Certification, and IT