

December 8, 2020

G0275-L01-0000001 T00017 P003 *****ALL FOR AADC 123



SAMPLE A SAMPLE - L01
APT ABC
123 ANY ST
ANYTOWN, US 12345-6789



Re: Notice of Data Breach

Dear Sample,

We are writing to inform you about a data security incident experienced by McLane Middleton, Professional Association. (“Firm”) concerning current and certain former employees. We are notifying you because the incident may have involved personally identifiable information (PII), in the form of social security numbers (SSNs) and financial account numbers. While we are not aware of any improper use of your or any other colleague’s PII, we are nonetheless notifying you about it and providing you with two years of complimentary identity and credit protection services. We encourage you to promptly enroll in the Experian IdentityWorks program described below, call Experian if you have any questions about that program or need help enrolling, and email the Firm at c.a.schmidt@mclane.com or call me at 603-628-1414 or Cam Shilling at 603-628-1351 with any other questions that you may have about this matter.

What Happened? One of our colleagues notified the Firm that the colleague received spoof email impersonating the account of a Firm employee. The spoof email included a thread of a prior legitimate email between the colleague and the Firm employee. In an investigation concluded in mid-August 2020 by an outside forensic expert and the Firm’s IT team, we determined that malware on the desktop computer of the Firm employee could have resulted in the compromise of email on that computer.

You are receiving this letter because the affected Firm employee periodically handles PII of current and former colleagues, in the form of SSNs and financial account numbers. While the Firm is not aware that any email with your or any other colleague’s PII was actually subject to unauthorized access, the Firm also cannot definitively determine that email containing your PII was not compromised. The Firm likewise is not aware of any actual misuse of your or any other colleague’s PII in those emails. Nonetheless, because we value your privacy and security, we are offering and encouraging you to enroll in the identity and credit protection program described below.

What Information Was Involved? The incident may have involved PII of current and certain former employees in the form of SSNs and financial account numbers.

What Should You Do? Protecting your credit and identity is important, no matter whether you know that you have been affected by a security incident or not. An identity and credit protection program is one of the tools



you can and should use to do so. We also encourage you to review the information found in the enclosed “*Steps You Can Take To Help Protect Your Information*.”

We are offering you a complimentary two-year membership in Experian’s IdentityWorks program. This program affords you identity and credit monitoring as well as resolution of any identity or credit fraud that may occur. To activate your membership please follow these steps:

- Enroll by **March 31, 2021**. Your code will not be effective after that date.
- Visit the Experian IdentityWorks website: <https://www.experianidworks.com/credit>
- Provide the following activation code: **ABCDEFGHI**

If you have questions about the IdentityWorks program, or need assistance with identity or credit restoration, please contact Experian at 866-584-9681 by no later than **March 31, 2021**. Please be prepared to provide **DB24165** as proof of eligibility for the IdentityWorks identity and credit monitoring and restoration services.

You will not need to provide a credit card for enrollment in Experian IdentityWorks. You can contact Experian **immediately** to enroll or discuss any identity or credit fraud issues, and you will have access to the following features once you enroll in IdentityWorks:

- Experian credit report
- Credit monitoring that actively monitors Experian file for indicators of fraud
- Identity Restoration agents to help you address any identity or credit fraud
- Identity theft insurance that provides coverage identity and credit fraud.

The Firm strongly encourages you to promptly use the foregoing information to enroll yourself in the Experian IdentityWorks identity and credit protection services.¹

What Is the Firm Doing? In addition to providing complimentary identity and credit protection services, the Firm has taken measures to ensure that this type of incident does not reoccur. For example, we have deployed additional, highly sophisticated, multi-layered anti-malware and activity-based threat detection software, engaged a second outside computer forensic security firm to conduct an independent audit of the Firm’s information privacy and security controls, and will implement recommendations from our experts to further enhance our safeguards.

For More Information. If you have any questions about the Experian IdentityWorks program or would like to enroll, please follow the steps above or call Experian at 866-584-9681 by **March 31, 2021**. If you have questions about this incident, please email us at c.a.schmidt@mcLane.com, or call me at 603-628-1414 or Cam Shilling at 603-628-1351. We apologize for any concern or inconvenience this situation may cause.

Sincerely,



Cathleen A. Schmidt
Executive Director and CEO
(enclosure)

¹ Identity theft insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

Monitor Accounts

Under U.S. law, you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com/freeze/center.html

TransUnion

P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
www.transunion.com/credit-freeze

Equifax

P.O. Box 105788
Atlanta, GA 30348-5788
1-800-685-1111
www.equifax.com/personal/credit-report-services

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver’s license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended “fraud alert” on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com/fraud/center.html

TransUnion

P.O. Box 2000
Chester, PA 19016
1-800-680-7289
www.transunion.com/fraud-victim-resource/place-fraud-alert

Equifax

P.O. Box 105069
Atlanta, GA 30348
1-888-766-0008
www.equifax.com/personal/credit-report-services



Additional Information

You can further educate yourself regarding 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); and 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 and your state Attorney General.

California Residents: Visit the California Office of Privacy Protection (www.oag.ca.gov/privacy) for additional information on protection against identity theft. **Kentucky Residents:** Office of the Attorney General of Kentucky, 700 Capitol Avenue, Suite 118 Frankfort, Kentucky 40601, www.ag.ky.gov, Telephone: 1-502-696-5300. **Maryland Residents:** Office of the Attorney General of Maryland, Consumer Protection Division 200 St. Paul Place Baltimore, MD 21202, www.oag.state.md.us/Consumer, Telephone: 1-888-743-0023. **New Mexico Residents:** You have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit “prescreened” offers of credit and insurance you get based on information in your credit report; and you may seek damages from a violator. You may have additional rights under the Fair Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. You can review your rights pursuant to the Fair Credit Reporting Act by visiting www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf, or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580. **New York Residents:** the Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; <https://ag.ny.gov/>. **North Carolina Residents:** Office of the Attorney General of North Carolina, Consumer Protection Division, 9001 Mail Service Center Raleigh, NC 27699-9001, www.ncdoj.gov, Telephone: 1-919-716-6400, 877-566-7226 (toll free within NC). **Oregon Residents:** Oregon Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096, www.doj.state.or.us/, Telephone: 877-877-9392. **Rhode Island Residents:** Office of the Attorney General, 150 South Main Street, Providence, Rhode Island 02903, www.riag.ri.gov, Telephone: 401-274-4400. Under Rhode Island law, you have the right to obtain any police report filed in regard to this incident. There are zero Rhode Island residents impacted by this incident. **Washington D.C. Residents:** the Office of Attorney General for the District of Columbia can be reached at: 441 4th Street NW, Suite 1100 South, Washington, D.C. 20001; 1-202-442-9828; <https://oag.dc.gov>. **All US Residents:** Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW Washington, DC 20580, www.consumer.gov/idtheft, 1-877-IDTHEFT (438-4338), TTY: 1-866-653-4261.