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PO Box 999  
Suwanee, GA 30024

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SAMPLE A. SAMPLE - L02

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ANYTOWN, US 12345-6789



November 25, 2024

## Re: NOTICE OF DATA BREACH

Dear Sample A. Sample:

Northern Safety Co., Inc. writes to inform you of a recent security incident that may involve your information. Although we are unaware of any actual misuse of your information, we want to let you know about the incident, steps we are taking in response, and steps you may take to help protect your personal information against identity theft or other misuse, should you feel it is appropriate to do so.

### What Happened?

On June 7, we detected some unusual activity directed toward our network. We immediately notified and engaged third-party cybersecurity experts to assist with analysis and containment measures. We undertook an extensive analysis of the impacted data to determine if the data contained any personal information and (if so) which individuals and data may have been affected by the incident.

On October 25, we completed our initial analysis and determined that the personal information of some of our current and past employees (and/or their beneficiaries) was among the potentially impacted data, including your personal information. Out of an abundance of caution, we are providing you with services and tools to help you protect yourself. Those services are described below.

### What Information Was Involved?

Based on our investigation to date, the data accessed includes some or more of the following data of yours: name, address, email address, telephone number, date of birth, Social Security Number, and employer information related to benefits enrollment.

### What Are We Doing?

Immediately upon learning of the security incident, we began reviewing all its aspects and took steps to protect the systems involved. We worked with outside experts to assess the incident and safely restore our systems, including reviewing and enhancing our system security and administrative and technical safeguards.

As an additional measure of protection, we are providing you with complimentary credit monitoring services through Experian.

### **What Can You Do?**

As always, we recommend that you remain vigilant and review your account statements and free credit reports regularly and report any concerning transactions to your financial provider.

We encourage you to contact Experian to enroll in credit monitoring and related services described below under “Additional Resources.” You can also review the “Additional Resources” section of this letter for additional ways to help protect yourself. They include recommendations from the Federal Trade Commission regarding identity theft protection and details on how to place a fraud alert or security freeze on your credit file.

### **For More Information**

We regret any inconvenience or concern this incident may have caused. If you have questions about the incident, please call 833-918-1108 toll-free Monday through Friday from 8 am – 8 pm Central (excluding major U.S. holidays). Be prepared to provide your engagement number B133650.

Sincerely,

Tammy Marchese  
Northern Safety Human Resources Department

## ADDITIONAL RESOURCES

### Review Your Account Statements and Notify Law Enforcement of Suspicious Activity

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, including exercising your right to file a police report. You may also contact your state attorney general and the Federal Trade Commission (FTC).

To file a complaint with the FTC, go to [IdentityTheft.gov](http://IdentityTheft.gov) or call 1-877-ID-THEFT (877-438-4338). Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

### Obtain and Monitor Your Credit Report

We recommend that you obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348.

You can access the request form at <https://www.annualcreditreport.com/requestReport/requestForm.action>.

Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

**Equifax**

(866) 349-5191  
[www.equifax.com](http://www.equifax.com)  
P.O. Box 740241  
Atlanta, GA 30374

**Experian**

(888) 397-3742  
[www.experian.com](http://www.experian.com)  
P.O. Box 2002  
Allen, TX 75013

**TransUnion**

(800) 888-4213  
[www.transunion.com](http://www.transunion.com)  
2 Baldwin Place  
P.O. Box 1000  
Chester, PA 19016

### Consider Placing a Fraud Alert on Your Credit Report

You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

### Credit Report Monitoring & Identity Theft Protection Services

To help protect your identity, we are offering complimentary access to Experian IdentityWorks<sup>SM</sup> for twenty-four (24) months.

If you believe there was fraudulent use of your information as a result of this incident and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent. If, after discussing your situation with an agent, it is determined that identity restoration support is needed then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred from the date of the incident (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).

Please note that Identity Restoration is available to you for 24 months from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at [www.ExperianIDWorks.com/restoration](http://www.ExperianIDWorks.com/restoration).

While identity restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary 24-month membership. This product provides you with superior identity detection and resolution of identity theft. To start monitoring your personal information, please follow the steps below:

- Ensure that you **enroll by** February 28, 2025 (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll:  
<https://www.experianidworks.com/credit>
- Provide your **activation code**: ABCDEFGHI

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 833-918-1108 by February 28, 2025 (5:59 UTC). Be prepared to provide engagement number B133650 as proof of eligibility for the Identity Restoration services by Experian.

#### **ADDITIONAL DETAILS REGARDING YOUR 24-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP**

A credit card is not required for enrollment in Experian IdentityWorks. You can contact Experian immediately regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **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 file for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.

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

- **\$1 Million Identity Theft Insurance\*\***: Provides coverage for certain costs and unauthorized electronic fund transfers.

### **Take Advantage of Additional Free Resources on Identity Theft**

We recommend that you review the tips provided by the Federal Trade Commission's Consumer Information website, a valuable resource with some helpful tips on how to protect your information. Additional information is available at <https://www.consumer.ftc.gov/topics/privacy-identity-online-security>. For more information, please visit [IdentityTheft.gov](http://IdentityTheft.gov) or call 1-877-ID-THEFT (877-438-4338).

### **Security Freeze**

In some U.S. states, you have the right to put a security freeze on your credit file. A security freeze (also known as a credit freeze) makes it harder for someone to open a new account in your name. It is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to apply for a new credit card, wireless phone, or any service that requires a credit check. You must separately place a security freeze on your credit file with each credit reporting agency. To place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement, or insurance statement. There is no charge to request a security freeze or to remove a security freeze.

### **State Information on Preventing and Responding to Identity Theft**

You may want to review any materials your state provides regarding identity theft and credit monitoring that may provide additional information and resources to protect yourself against any risks. Below is a list of state resources that may be helpful to review for additional information.

**Massachusetts residents:** May obtain information about identity theft from the Office of Consumer Affairs and Business Regulations (OCABR) at <https://www.mass.gov/orgs/office-of-consumer-affairs-and-business-regulation>, which includes a checklist for handling identity theft.

\*\* The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

