



111 *****SGLP

John Doe
123 Anystreet Dr
Anytown, NY 12345



July 31, 2024

Dear John Doe:

Re: Notification of Data Security Incident

For more than 50 years, the Public Interest Law Center has used high-impact legal strategies to advance the civil, social, and economic rights of communities in the Philadelphia region facing discrimination, inequality, and poverty – all thanks to the incredible work and dedication of our colleagues like you. Whether you are a current Public Interest Law Center team member or a former colleague from years past, you know that we are passionate about what we do, and we take incredible pride in our ability to meet our community's needs.

Unfortunately, like so many other organizations today, we have experienced a data security incident. We have now confirmed that this incident involved a compromise of data. We are writing to notify you of this incident, which occurred on May 2, 2024, and may have involved your Social Security number information.

What are we doing?

We are deeply committed to safeguarding the information we maintain. Upon learning of the incident, we immediately re-secured the access to our systems and confirmed that only our authorized employees with specific business purposes have access to them. Our commitment to ensuring the security of both data and systems is of paramount importance to us.

What can you do?

While at this time we do not believe that your personal and financial information was the target of or stolen by the intruder, you should review your financial statements and accounts for any fraudulent activity. If you think you may be a victim of employment-related identity theft, you should follow the recommendations and guidance provided by the IRS at <https://www.irs.gov/identity-theft-fraud-scams/employment-related-identity-theft>. You can also take additional precautions by reviewing the attachments to this letter, titled *Steps You Can Take to Help Protect Your Information* and *How to Enroll in Credit Monitoring and Identity Theft Protection Services* for additional information on how to receive free credit monitoring and identity theft protection services for two years.

Additionally, as a Massachusetts resident, you are entitled to obtain a copy of a police report, if and to the extent one exists.

Our Commitment to You

We take the security of your data very seriously. That is why we wanted to promptly notify you of this incident, explain what we have done in response, and reassure you that we take the security of your personal and financial information very seriously. If you have additional questions or need further information, please call us at 215-627-7100.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Brent W. Landau". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Brent W. Landau
Executive Director
The Public Interest Law Center

Steps You Can Take to Help Protect Your Information

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 your state attorney general and the Federal Trade Commission (FTC).

To file a complaint with the FTC, go to 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. The FTC can also provide you with additional information on how to safeguard your identity at their website, <https://www.ftc.gov/>. You can reach the FTC by phone at (202) 326-2222, or by mail at Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

Obtain and Monitor Your Credit Report

You may also choose to order a free credit report. If you are a U.S. resident, federal law gives you the right to obtain a free copy of your credit report every 12 months from each of the three nationwide consumer reporting agencies. To order your free credit report, visit www.annualcreditreport.com, call toll-free at 1-877-322-8228, or complete an Annual Credit Report Request Form and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can access the request format: <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

(888) 378-4329
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian

(888) 397-3742
www.experian.com
P.O. Box 2002
Allen, TX 75013

TransUnion

(800) 916-8800
www.transunion.com
1510 Chester Pike Crum
Lynne, PA 19022

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 www.annualcreditreport.com.

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.

Credit Monitoring & Identity Theft Protection Services

The Public Interest Law Center has arranged with NortonLifeLock to provide you with credit monitoring and identity theft protection services for two years, at no cost to you. For more information on this complimentary service, please refer to the attachment, titled *How to Enroll in Credit Monitoring and Identity Theft Protection Services*.

How to Enroll in Credit Monitoring and Identity Theft Protection Services

Dear **John Doe**:

The Public Interest Law Center has retained NortonLifeLock to provide two (2) years of complimentary **LifeLock Advantage™** identity theft protection.

To activate your membership online and get protection at no cost to you:

1. In your web browser, go directly to **LifeLock.com/Offers**
2. Click the Start Membership Button
3. Below the THREE protection plan boxes, you may enter the Promo Code: **FPL2405** and click the “APPLY” button.
4. Your complimentary offer is presented. Click the “START MEMBERSHIP” button.
5. A Popup will appear to enter your Member ID **0123456789** and click “APPLY”
6. Once enrollment is completed, you will receive a confirmation email (be sure to follow ALL directions in this email).

Alternatively, to activate your membership over the phone, please call: 800-543-3562

You will have until 10/22/2024 to enroll in this service.

Once you have completed the LifeLock enrollment process, the service will be in effect. Your **LifeLock Advantage™** membership includes:

- ✓ LifeLock Identity Alert™ System[†]
- ✓ Dark Web Monitoring^{**}
- ✓ LifeLock Privacy Monitor™
- ✓ USPS Address Change Verification
- ✓ Lost Wallet Protection
- ✓ Reduced Pre-Approved Credit Card Offers
- ✓ Fictitious Identity Monitoring
- ✓ Court Records Scanning
- ✓ Data Breach Notifications
- ✓ Credit, Checking and Savings Account Activity Alerts^{†**}
- ✓ 24/7 Live Member Support
- ✓ U.S.-Based Identity Restoration Specialists
- ✓ Stolen Funds Reimbursement up to \$100,000 ^{††}
- ✓ Personal Expense Compensation up to \$100,000 ^{†††}
- ✓ Coverage for Lawyers and Experts up to \$1 million ^{†††}
- ✓ One-Bureau Credit Monitoring^{1**}
- ✓ One-Bureau Annual Credit Report & Credit Score^{1**}

The credit score provided is a VantageScore 3.0 credit score based on Equifax data. Third parties use many different types of credit scores and are likely to use a different Adtype of credit score to assess your creditworthiness.

¹ If your plan includes credit reports, scores, and/or credit monitoring features (“Credit Features”), two requirements must be met to receive said features: (i) your identity must be successfully verified with Equifax; and (ii) Equifax must be able to locate your credit file and it must contain sufficient credit history information. IF EITHER OF THE FOREGOING REQUIREMENTS ARE NOT MET YOU WILL NOT RECEIVE CREDIT FEATURES FROM ANY BUREAU. If your plan also includes Credit Features from Experian and/or TransUnion, the above verification process must also be successfully completed with Experian and/or TransUnion, as applicable. If verification is successfully completed with Equifax, but not with Experian and/or TransUnion, as applicable, you will not receive Credit Features from such bureau(s) until the verification process is successfully completed and until then you will only receive Credit Features from Equifax. Any credit monitoring from Experian and TransUnion will take several days to begin after your successful plan enrollment.

No one can prevent all identity theft or cybercrime. [†] LifeLock does not monitor all transactions at all businesses.

^{**} These features are not enabled upon enrollment. Member must take action to get their protection.

^{†††} Reimbursement and Expense Compensation, each with limits of up to \$100,000 for Advantage. And up to \$1 million for coverage for lawyers and experts if needed. Benefits under the Master Policy are issued and covered by United Specialty Insurance Company (State National Insurance Company, Inc. for NY State members). Policy terms, conditions and exclusions at: LifeLock.com/legal.

