



Date: **December 3, 2024**

To: **All Employees – USA**

Subject: **Cybersecurity Update – Employee Data and Preventative Measures**

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Dear valued member of the Delmar team,

As you may know, Delmar recently experienced a cyber security incident. We are writing to inform you that this incident may have affected your personal information.

Delmar takes the confidentiality and security of your personal information very seriously. That's why we are informing you of this incident, advising you of the steps you can take to protect your personal information, and offering you free credit monitoring and identity protection services.

### **What happened?**

On November 14<sup>th</sup>, we detected unusual activity affecting certain systems on its network. We took immediate steps to secure the environment and hired cybersecurity experts to help us investigate.

Further to our investigation, we have reasons to believe that a third party has compromised some of our data. Unfortunately, it is possible that some of your personal information, including your contact information (phone number, address, e-mail), your social security number, your date of birth, and other information contained in your payroll, may have been affected by this compromise.

### **What we are doing**

While we currently have no evidence or knowledge that this information has been misused, to protect you, we are offering you **credit monitoring services for a period of 2 year(s) with TransUnion**. Details of these services will be provided in separate communication.

We sincerely regret any concern this incident may cause. Protecting information is one of our highest priorities. We are already in the process of implementing additional security measures that will help us prevent similar incidents.

### **What you can do**

In addition to signing up for the free credit monitoring services we offer, we recommend that you be vigilant about emails, text messages or phone calls asking you to provide sensitive information or to click on links or attachments, even if they appear to come from Delmar or someone you know or trust. This will help protect you against targeted phishing campaigns. In addition, please proactively educate yourself about Data Protection, Cybersecurity and Identity Theft.

We also recommend that you take the following additional steps to protect yourself:

- Carefully monitor all your accounts for any suspicious transactions or changes and inform the financial institutions where you hold accounts of this matter. This will help protect you against any attempt to use your information to access your bank accounts.
- Also monitor your credit reports for suspicious activity. You may 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 print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>.

You can also contact the three national credit reporting agencies with the following contact details, to obtain more information about credit alerts and credit (security) freezes:

<b>Equifax</b> P.O. Box 740241 Atlanta, GA 30374 1-800-525-6285 <a href="http://www.equifax.com">www.equifax.com</a>	<b>Experian</b> P.O. Box 9532 Allen, TX 75013 1-888-397-3742 <a href="http://www.experian.com">www.experian.com</a>	<b>TransUnion</b> P.O. Box 1000 Chester, PA 19016 1-800-916-8800 <a href="http://www.transunion.com">www.transunion.com</a>
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The U.S. Government does not recommend creating a new social security number when affected by a data breach, since it does not protect you from fraud or identity theft as your old social security number remains active. For more information, please visit: <https://www.ssa.gov/>.

If you suspect your identity has been compromised, please reach out to the police to make a complaint. You can also contact the Federal Trade Commission for additional information and resources:

*Federal Trade Commission*

600 Pennsylvania Avenue

Washington, DC 20589

1-877-FTC-HELP (382-4357)

[www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/)

### **Additional resources**

1. [Delmar's Internal Cybersecurity Resource Page](#)
2. Our previous notice "[Cybersecurity Updates and Handling Inquiries](#)"
3. What is a [Credit Monitoring service](#)?
4. What is [Identity Theft and Fraud](#)?

We understand that you may have questions that have not been addressed at this time. If you require additional information, please reach out to Human Resources at [HR@delmar-group.com](mailto:HR@delmar-group.com).

Thank you.

Barclay Hurley, CFO

## **Properties**

Audience

**DM** Delmar\_USA Members