



<<Date>>

<<First Name>> <<Middle Name>> <<Last Name>> <<Suffix>>
<<Address 1>>
<<Address 2>>
<<City>> <<State>> <<Zip Code>>

Notice of Data Security Incident

Dear <<First Name>>:

We are writing to inform you of a cybersecurity incident experienced by Goodwin Procter LLP (“Goodwin”) that affected certain of your personal information. Goodwin is a law firm and was provided with certain of your personal information in connection with providing legal advice to its clients. We are providing you with information about the incident and our response.

What Information Was Involved?

We initiated an investigation with the help of our third-party experts to understand the nature, cause and scope of the incident, and to determine what, if any, data was affected. Our investigation is now complete, and we have determined that the following of your personal information was affected: <<Variable Text (Data Elements)>>.

What We Are Doing.

Upon discovery, we immediately took action to eliminate the unauthorized access, update affected credentials and launch an investigation with the assistance of third-party experts. We have also notified, and are working with, law enforcement. We continue to monitor and remain committed to maintaining strong information security controls, including by making ongoing investments in resources designed to safeguard all information in our care. We have found no evidence of continued threat actor access to our network since identifying the intrusion and are confident in the security of our systems.

What You Can Do.

Although we are not aware of identity theft or fraud related to information affected by this incident, we are providing you with 24-month credit monitoring and identity theft protection services through Equifax. We encourage you to enroll in the complimentary credit monitoring services that we are offering. We also encourage you to remain vigilant and review your account statements and free credit reports regularly to ensure there is no unauthorized or unexplained activity. Please review the enclosed *Steps You Can Take to Help Protect Personal Information*, which contains details about this offer and general guidance on what you can do to safeguard against possible future misuse of your information.

For More Information.

We sincerely regret that this incident occurred and have taken measures to ensure that it does not happen again. Please email Goodwin at iSupport@goodwinlaw.com if you have any questions.

Sincerely,

Goodwin Procter LLP

Steps You Can Take to Help Protect Personal Information

Monitor Your Accounts

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus: Equifax, Experian, and TransUnion. To order a free credit report, visit www.annualcreditreport.com or call 1-877-322-8228 toll-free. Consumers may also directly contact the three major credit reporting bureaus listed below to request a free copy of their credit report.

Consumers have the right to place an initial or extended “fraud alert” on a credit file at no cost. An initial fraud alert is a one-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 consumers are the victim of identity theft, they are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should consumers wish to place a fraud alert, please contact any of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a “credit freeze” at no charge on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer’s express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in a consumer’s name without consent. However, consumers should be aware that using a credit freeze to take control over who gets access to the personal and financial information in their credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application they make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, consumers cannot be charged to place or lift a credit freeze on their credit report. To request a credit freeze, individuals may need to provide some or all of the following information:

1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. Addresses for the prior two to 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, etc.); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if they are a victim of identity theft.

Should consumers wish to place a credit freeze or fraud alert, please contact the three major credit reporting bureaus listed below:

Equifax	Experian	TransUnion
https://www.equifax.com/personal/credit-report-services/	https://www.experian.com/help	https://www.transunion.com/credit
1-888-298-0045	1-888-397-3742	1-800-916-8800
Equifax Fraud Alert, P.O. Box 105069 Atlanta, GA 30348-5069	Experian Fraud Alert, P.O. Box 9554, Allen, TX 75013	TransUnion Fraud Alert, P.O. Box 2000, Chester, PA 19016
Equifax Credit Freeze, P.O. Box 105788	Experian Credit Freeze, P.O. Box 9554, Allen, TX 75013	TransUnion Credit Freeze, P.O. Box 160, Woodlyn, PA 19094

Additional Information

Consumers may further educate themselves regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the three major credit reporting bureaus, the Federal Trade Commission, or your state attorney general. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, D.C. 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. Consumers can obtain further information on how to file such a complaint by way of the contact information listed above. Consumers have the right to file a police report if they ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, consumers will likely need to provide some proof that they have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and the relevant state attorney general. This notice has not been delayed by law enforcement.

For Massachusetts residents, under Massachusetts law, individuals have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.