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<<FIRST_NAME>> <<MIDDLE_NAME>> <<LAST_NAME>> <<SUFFIX>>
<<ADDRESS_1>>
<<ADDRESS_2>>
<<CITY>>, <<STATE_PROVINCE>> <<POSTAL_CODE>>
<<COUNTRY>>
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<<Date>> (Format: Month Day, Year)

Subject: Notice of Data Security Incident

Dear <<first name>> <<last name>>:

I am writing to inform you of a recent data security incident experienced by WEL Companies ("WEL") that may have affected your personal information. WEL takes the privacy and security of all information within its possession very seriously. Please read this letter carefully as it contains information regarding the incident and steps that you can take to help protect your personal information.

Under Massachusetts law, you 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.

Massachusetts law also allows consumers to place a security freeze on their credit reports. A security freeze prohibits a consumer reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit, mortgages, employment, housing or other services.

To place a security freeze on your credit report, you must send a written request to each of the three major consumer reporting agencies:

Equifax: P.O. Box 105788, Atlanta, GA 30348, 1-800-525-6285, www.equifax.com

Experian: P.O. Box 9532, Allen, TX 75013, 1-888-397-3742, www.experian.com

TransUnion: P.O. Box 2000, Chester, PA 19016, 1-800-916-8800, <u>freeze.transunion.com</u>

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

- 1. Full name and any suffixes;
- 2. Social Security Number;
- 3. Date of birth:
- 4. If you have moved in the past five years, 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;

The consumer reporting agencies have three business days after receiving your request to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five business days and provide you with a unique personal identification number (PIN) or password, or both that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a request to the consumer reporting agencies and include proper identification (name, address, and Social Security Number) and the PIN or password provided to you when you placed the security freeze as well as the identities of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. The consumer reporting agencies have three business days after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must send a request to each of the three consumer reporting agencies and include proper identification (name, address, and Social Security Number) and the PIN or password provided to you when you placed the security freeze. The consumer reporting agencies have three business days after receiving your request to remove the security freeze. No fee is required to be paid to any of the consumer reporting agencies to place, lift or remove a security freeze.

In order to determine whether any unauthorized credit was obtained with your information, you may obtain a copy of your credit report at <a href="www.annualcreditreport.com">www.annualcreditreport.com</a> or 1-877-322-8228. You may also request information on how to place a fraud alert by contacting any of the above consumer reporting agencies. A fraud alert is intended to alert you if someone attempts to obtain credit in your name without your consent. It is recommended that you remain vigilant for any incidents of fraud or identity theft by reviewing credit card account statements and your credit report for unauthorized activity. You may also contact the Federal Trade Commission (FTC) to learn more about how to prevent identity theft:

FTC, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, D.C. 20580, <u>www.ftc.gov/bcp/edu/microsites/idtheft/</u>, 1-877-IDTHEFT (438-4338).

WEL has no evidence of the misuse or attempted misuse of any potentially impacted information. Nonetheless, out of an abundance of caution, WEL is offering you identity monitoring at no cost to you for <<ServiceTerminMonths>> months through Kroll. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data. Your identity monitoring services include Credit Monitoring, Fraud Consultation, and Identity Theft Restoration.

Visit <a href="https://enroll.krollmonitoring.com">https://enroll.krollmonitoring.com</a> to activate and take advantage of your identity monitoring services.

You have until << b2b\_text\_6 (ActivationDeadline)>> to activate your identity monitoring services.

Membership Number: << Membership Number (S\_N)>>

For more information about Kroll and your Identity Monitoring services, you can visit info.krollmonitoring.com

Please accept my sincere apologies for any worry or inconvenience that this may cause you. If you have questions or need assistance, please call (844) 354-9425 Monday through Friday from 9:00 a.m. to 6:30 p.m. Eastern Time. Kroll representatives are fully versed on this incident and can answer any questions that you may have.

Sincerely,

WEL Companies 1625 S. Broadway P.O. Box 5610 De Pere, WI 54115-5610

## Steps You Can Take to Help Protect Your Personal 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, your state attorney general, and/or the Federal Trade Commission (FTC).

**Copy of Credit Report:** 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 <a href="www.annualcreditreport.com">www.annualcreditreport.com</a>, calling toll-free 1-877-322-8228, 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 also can contact one of the following three national credit reporting agencies:

Equifax P.O. Box 740241 Atlanta, GA 30374 1-800-525-6285 www.equifax.com Experian
P.O. Box 9532
Allen, TX 75013
1-888-397-3742
www.experian.com

TransUnion P.O. Box 2000 Chester, PA 19016 1-833-799-5355 www.transunion.com

**Fraud Alert:** 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 one year. 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 <a href="https://www.annualcreditreport.com">www.annualcreditreport.com</a>.

Security Freeze: You have the right to put a security freeze on your credit file for up to one year at no cost. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze 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 obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order 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.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

**Federal Trade Commission** 600 Pennsylvania Ave, NW Washington, DC 20580

consumer.ftc.gov 877-438-4338

California Attorney General

1300 I Street Sacramento, CA 95814 www.oag.ca.gov/privacy 800-952-5225

**Iowa Attorney General** 

1305 E. Walnut Street Des Moines, Iowa 50319 www.iowaattorneygeneral.gov 888-777-4590 **Maryland Attorney General** 

200 St. Paul Place
Baltimore, MD 21202
www.marylandattorneygeneral.gov/
Pages/CPD
888-743-0023

**New York Attorney General** 

The Capitol Albany, NY 12224 800-771-7755 ag.ny.gov

NY Bureau of Internet and Technology

28 Liberty Street Washington, D New York, NY 10005 <u>oag.dc.gov/con</u> <u>www.dos.ny.gov/consumerprotection/</u> 202-442-9828 212.416.8433

**Oregon Attorney General** 

1162 Court St., NE Salem, OR 97301 www.doj.state.or.us/consumerprotection 877-877-9392

**Rhode Island Attorney General** 

150 South Main Street Providence, RI 02903 www.riag.ri.gov 401-274-4400

Washington D.C. Attorney General

400 S 6th Street, NW Washington, DC 20001 oag.dc.gov/consumer-protection 202-442-9828 Kentucky Attorney General 700 Capitol Avenue, Suite 118 Frankfort, Kentucky 40601 www.ag.ky.gov 502-696-5300 NC Attorney General 9001 Mail Service Center Raleigh, NC 27699 ncdoj.gov/protectingconsumers/ 877-566-7226

You also have certain rights under the Fair Credit Reporting Act (FCRA): These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit <a href="https://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf">www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf</a>.