

March 31, 2025



Dear [REDACTED]:

We are writing to notify you, as required by Massachusetts law MGL Chapter 93H and HIPAA 45 CFR 164.404, that an unauthorized disclosure of your dependent(s) personal information has occurred. It was discovered on March 6, 2025 that Kirkland & Ellis LLP's 1099-HC vendor, erroneously disclosed personal information, including social security number, to another Kirkland & Ellis LLP medical plan participant who is not authorized to have access to the information. The 1099-HC form included the following information for your dependent(s):

- First and Last Name
- Date of Birth
- Social Security Number
- Medical Insurance Company
- Dates of Medical Insurance Coverage
- Medical Insurance Subscriber Number

There are no indications that the personal information has been used to commit identity theft or fraud. However, we take this incident very seriously and the vendor is providing you with the enclosed information and resources to best protect your dependent(s) which includes information regarding:

- the ability to file a police report
- security freeze
- 18 months of credit monitoring services free of charge

Additionally, Kirkland & Ellis LLP is working with the vendor to verify they are conducting a thorough review of their processes and making changes necessary to prevent future unauthorized disclosures of personal and health information.

Please contact privacyoffice@cottinghambutler.com questions.

Sincerely,
Cottingham & Butler

Resources Available for Identity Theft Protection

Police Report: Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you or your dependent (s) are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

Credit Monitoring: In response to the incident, the vendor is providing impacted individuals with access to the following services provided by Cyberscout, a TransUnion company specializing in fraud assistance and remediation services, at no charge:

Single Bureau Credit Monitoring: monitoring the clients TransUnion related credit profile only.

Single Bureau Credit Report: the delivery of the clients updated TransUnion Credit Report (every 30 days)

Single Bureau Credit Score: the delivery of the client TransUnion Credit Score.

Cyber Monitoring: to monitor the identity of minors who do not have a credit profile.

Timing: These services provide alerts for 18 months from the date of enrollment. Enrollment must occur within 90 days from the date of this letter.

Enrollment: To enroll in Credit Monitoring services at no charge, please log on to <https://bfs.cyberscout.com/activate> and follow the instructions provided. When prompted please provide the following unique code to receive services: E9A221468864
Enrollment requires an internet connection and e-mail account, and parents will need to register minors under the age of 18. Please note that when signing up for monitoring services, you or your dependent(s) may be asked to verify personal information for protection and to confirm identity.

What to expect: After enrollment you and/or your dependent(s) will receive alerts when there are changes to the credit file. These alerts are sent the same day that the change or update takes place with the credit bureau. Additionally, the cyber monitoring will look out for personal data on the dark web and send alerts if personally identifiable information is found online.

Security Freeze: You may also place a security freeze on your and/or your dependent(s) credit reports, free of charge. A security freeze prohibits a credit 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 credit reports may delay, interfere with, or prevent the timely approval of any requests for new loans, credit mortgages, employment, housing or other services. Under federal law, an individual cannot be charged to place, lift, or remove a security freeze.

The request for a freeze must be placed with each of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com). To place a security freeze send a written request by mail, via each of the consumer reporting agencies' websites, or over the phone. Contact information is below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348
1-800-349-9960
<https://www.equifax.com/personal/credit-report-services/>

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
1-888-397-3742
<https://www.experian.com/freeze/center.html>

TransUnion Security Freeze
P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
<https://www.transunion.com/credit-freeze>

In order to request a security freeze, impacted individuals will need to provide some or all of the following information to the credit reporting agency, depending on whether it is by mail, online, or by phone:

1. Your and/or your dependent(s) full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you or your dependent (s) have moved in the past five (5) years, the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. Social Security Card, pay stub, or W2;
8. 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 credit reporting agencies have one (1) to three (3) business days after receiving the request to place a security freeze on your credit report, based upon the method of the request. The credit bureaus must also send written confirmation to you or your dependent(s) within five (5) business days and provide you with a unique personal identification number (PIN) or password (or both) that can be used to authorize the removal or lifting of the security freeze. It is important to maintain this PIN/password in a secure place, as it will be required to lift or remove the security freeze.

Lifting the Security Freeze:

For a specific entity or individual: in order to allow a specific entity or individual access to your or your dependent(s) credit report, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including name, address, and social security number) and the PIN number 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.

For a specific period of time: you may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for request made by mail) after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

Removing the security freeze: you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.