

[Jennings Road Management Corp. Letterhead]

April \_\_, 2025

[Name]

[Street Address]

[City, State, Zip Code]

Dear [ ]:

The privacy and security of the personal information we maintain is of the utmost importance to us, which is why, as a precautionary measure, we are writing to let you know about an incident that was recently reported to us by one of our vendors that may have involved your personal information. One of our vendors has advised us that it was the victim of a security incident involving unauthorized access to two employee email accounts through a phishing email. This security incident may have involved your personal information, including social security number and/or financial account information.

While we have no evidence that any of your personal information was accessed or has been misused in any manner, we are taking appropriate measures to alert you to the notification that we received from the vendor and to help alleviate any concerns you may have.

**What The Vendor Is Doing To Address This Situation**

The vendor has advised us that upon learning of a potential issue it commenced a prompt and thorough investigation. As part of the vendor's investigation, we understand that cybersecurity professionals experienced with handling these types of incidents were engaged. After an extensive forensic investigation and review of the potentially affected data the vendor determined that the vendor's compromised email accounts contained personal information that we had provided to the vendor. Although the vendor advises us that it has no evidence that any of the impacted information has been improperly used or disclosed, out of an abundance of caution the vendor made us aware of the incident, and we in turn are alerting you to the incident.

We have taken appropriate steps to ensure that any sensitive information remains secured by the vendor. And, in that regard, we will continue to work with the vendor to better understand the reported incident and to ensure that there is not a reoccurrence.

In response to the incident, the vendor is offering you complementary membership to Single Credit Monitoring services. The membership offered provides you with, among other things, alerts when changes occur to your credit file and will help detect possible misuse of your personal information. The services will be provided by CyberScan.

## **How Do I Enroll For The Free Services Offered By The Vendor?**

To enroll in the credit monitoring services offered by our vendor **at no charge**, you can log on to <https://app.idx.us/account-creation/protect> and follow the instructions provided. When prompted please provide the following unique enrollment code to receive the services: [\*\*\*\*\*]. Alternatively, you can call the Toll Free enrollment line at 1-800-939-4170 to enroll by phone.

In order for you to receive the monitoring services described above, you must enroll by **August 2, 2005**. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

## **What You Can Do To Address This Situation**

Under Massachusetts law, you have the right to obtain any police report filed regarding this incident reported to us. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it. Note, at this time we are unaware of any police report having been filed by the vendor in connection with this incident.

Massachusetts law also allows consumers to place a security freeze on their 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 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 contact each of the three major consumer reporting agencies: Equifax, Experian, and TransUnion:

Equifax  
P.O. Box 105069  
Atlanta, GA 30348  
(800) 525-6285  
[www.equifax.com/personal/credit-report-services/credit-fraud-alerts](http://www.equifax.com/personal/credit-report-services/credit-fraud-alerts)

TransUnion  
P.O. Box 2000  
Chester, PA 19094  
(800) 680-7289  
[www.transunion.com/fraud-alerts](http://www.transunion.com/fraud-alerts)

Experian  
P.O. Box 9554  
Allen, TX 75013  
(888) 397-3742  
[www.experian.com/fraud/center.html](http://www.experian.com/fraud/center.html)

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

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide 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 credit reporting agencies have one (1) business day after receiving your request by telephone or secure electronic means or three (3) business days after receiving your request by mail to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five (5) 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 written request to the credit reporting agencies by a secure electronic means or mail and include proper identification (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 or the specific period of time you want the credit report available. The credit reporting agencies have one (1) hour after receiving your request by telephone or secure electronic means or three (3) business days after receiving your request by mail to lift the security freeze for those identified entities or for the specified period of time.

Although we are not aware of any reports of the access or misuse of your personal information you should remain vigilant for incidents of fraud and identity theft by regularly reviewing your account statements and monitoring free credit reports. If you discover any suspicious or unusual activity on your accounts or suspect fraud, be sure to report it immediately to your financial institutions. In addition, you may contact the Federal Trade Commission ("FTC"), law enforcement or the attorney general's office to report incidents of identity theft or to learn about steps you can take to protect yourself from identity theft. To learn more, you can go to the FTC's Web site, at [identitytheft.gov](http://identitytheft.gov), or call the FTC, at (877) IDTHEFT (877-438- 4338) or write to Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

### **For More Information**

We take our responsibility to protect your personal information very seriously. If you have any questions, you may contact me at (617) 666-8333.

Sincerely,

Daniel A. Guerra  
Director of Information Technology