

January, 15, 2019

Dear IVES Employee,

The purpose of this email/letter is to inform you that some of your personal data may be in the possession of an ex-employee, [REDACTED]. While working for IVES Group as Chief Technical Officer and Chief Information Officer, [REDACTED] had the ability to access company information. IVES recently learned that [REDACTED] removed and still retains in his possession certain Company information including Personal Information of at least two current employees, even though he is no longer an IVES employee. At this time, we do not know the full extent of what he possesses, but this information could include your general employee information: name, address, social security number, and bank information (if your earnings are directly deposited into your bank account). For this reason, IVES is required by Massachusetts law (M.G.L. c. 93H) to inform you of this possible breach.

IVES has not yet filed a police report regarding this incident because the investigation is still at an early stage, but the Company intends to do so. When this occurs we will let you know because you have a right to obtain a copy of the report pursuant to M.G.L. c. 93H. In addition, we will promptly notify each person whose information is found to be in [REDACTED] possession. If you determine that you are a victim of identity theft, you also have the right to file a police report and obtain a copy of it. In the meantime, the Company is taking vigorous measures to secure the information and prevent misuse.

Massachusetts law also allows you to place a security freeze on their credit reports. A security freeze prohibits a credit reporting agency from releasing any information from your 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.

If you have been a victim of identity theft, please file a report to the police. If you provide a credit reporting agency with a valid police report, it cannot charge you to place, lift or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5.00 each to place, temporarily lift, or permanently remove a security freeze.

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 (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com) by regular, certified or overnight mail at the addresses below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013

Trans Union Security Freeze
Fraud Victim Assistance Department
P.O. Box 2000
Chester, PA 19022-2000

In order to request a security freeze, you will 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; and
8. If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail.

The credit reporting agencies have three (3) 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 (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 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 three (3) 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 written request to each of the three credit bureaus by 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. The credit bureaus have three (3) business days after receiving your request to remove the security freeze.

My contact information is below. If you should have any further questions, please contact me in person, by telephone, by email or mail.

Sincerely,



Donald Whalen
General Counsel