

<<Date>> (Format: Month Day, Year)

<<MemberFirstName>> <<MemberMiddleName>> <<MemberLastName>> <<Suffix>>

<<Cli>ientDef1(Company Name)>>

<<Address1>>

<<Address2>>

<<City>>, <<State>> <<ZipCode>>

# **Notice of Unauthorized Access to Personal Information**

Dear << MemberFirstName>> << MemberLastName>>,

We are writing to inform you about unauthorized access to your personal information maintained by one of Welders Supply's ("Welders Supply") third-party service providers, iNET Company, that occurred between November 14, 2018 and December 6, 2018. iNET notified Welders Supply of this access on December 6, 2018, and as a result, Welders Supply is sending this notification to you.

### Here's What We Are Doing

iNET continues to investigate the incident but has taken steps to remediate the vulnerability. iNET has also assigned an employee to further monitor and address the issue that led to the incident. We continue to work with iNET to ensure that your information is protected. We have also notified one of our third party vendors so that it can be aware of issues resulting from the unauthorized access.

#### What You Can Do

You should remain vigilant for incidents of fraud and identity theft by regularly reviewing your account statements and monitoring free credit reports for any unauthorized activity. If you discover any suspicious or unusual activity on your accounts, be sure to report it immediately to your financial institutions, as major credit card companies have rules that restrict them from requiring you to pay for fraudulent charges that are timely reported.

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. In addition, we are providing you with the enclosed information about Identity Theft Protection, which includes information about how to request a security freeze and the necessary information you need to provide in order to request one.

We sincerely apologize for this incident. Our approach to technology systems, procedures, and the training of our people is driven by the desire to protect your data. Please know that we are continuously evaluating our processes to improve the security and safe handling of your information.

If you have questions, please call us at 1-800-236-8825 Ext. 2138 or send us an email at privacy@weldersupply.com.

Sincerely.

Ed Mueller

Owner, Welders Supply Company

## ADDITIONAL RESOURCES

# Contact information for the three nationwide credit reporting agencies is:

**Equifax**, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-800-685-1111 **Experian**, PO Box 2104, Allen, TX 75013, www.experian.com, 1-888-397-3742 **TransUnion**, PO Box 2000, Chester, PA 19022, www.transunion.com, 1-800-888-4213

Free Credit Report. It is recommended that you remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring your credit report for unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting agencies.

To order your annual free credit report please visit www.annualcreditreport.com or call toll free at 1-877-322-8228.

You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available from the U.S. Federal Trade Commission's ("FTC") website at www.consumer.ftc.gov) to:
Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

For Colorado, Georgia, Maine, Maryland, Massachusetts, New Jersey, Puerto Rico, and Vermont residents: You may obtain one or more (depending on the state) additional copies of your credit report, free of charge. You must contact each of the credit reporting agencies directly to obtain such additional report(s).

**Fraud Alert.** You may place a fraud alert in your file by calling one of the three nationwide credit reporting agencies above. A fraud alert tells creditors to follow certain procedures, including contacting you before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit.

Security Freeze. You have the ability to place a security freeze on your credit report.

A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you may be able to use an online process, an automated telephone line, or a written request to any of the three credit reporting agencies listed above. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue.

**Federal Trade Commission and State Attorneys General Offices.** If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your home state. You may also contact these agencies for information on how to prevent or avoid identity theft.

You may contact the **Federal Trade Commission**, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, www.ftc.gov/bcp/edu/microsites/idtheft/, 1-877-IDTHEFT (438-4338).

For Maryland residents: You may contact the Maryland Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202, www.oag.state.md.us, 1-888-743-0023.

For North Carolina residents: You may contact the North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001, www.ncdoj.gov, 1-877-566-7226.

## Reporting of identity theft and obtaining a police report.

For lowa residents: You are advised to report any suspected identity theft to law enforcement or to the lowa Attorney General.

For Massachusetts residents: You have the right to obtain a police report if you are a victim of identity theft.

**For Oregon residents:** You are advised to report any suspected identity theft to law enforcement, the Federal Trade Commission, and the Oregon Attorney General.