

[FIRST NAME, LAST NAME]
[ADDRESS]
[CITY, STATE ZIP CODE]

NOTICE OF DATA BREACH

Dear [TITLE, FIRST NAME, LAST NAME]:

We are writing to let you know about a data security incident that may have involved your personal information. We want to provide you with information about the incident, steps we are taking in response, and steps you may take to guard against identity theft and fraud, should you feel it is appropriate to do so.

WHAT INFORMATION WAS INVOLVED?

The following personal information was disclosed as a result of this incident: first and last names, addresses, Social Security Numbers (“SSN”) or Tax Identification Numbers (“TIN”), your financial information (including the amount you received in royalties and taxes paid on that amount), and your unique 1099 account number. No personal information, aside from what is published on the 1099-MISC tax form, was disclosed.

WHAT ARE WE DOING?

Worthy Publishing, a division of Hachette Book Group, Inc., values your privacy and deeply regrets that this incident occurred. As part of Worthy Publishing’s acquisition by Hachette Book Group, we are formalizing many of our processes, including the transmittal of sensitive information.

We have arranged to have **AllClear ID** protect your identity for **24 months at no cost to you**. The following identity protection services start on the date of this notice and you can use them at any time during the next 24 months.

AllClear Identity Repair: This service is automatically available to you with no enrollment required. If a problem arises, simply call 1-877-676-0379 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

AllClear Fraud Alerts with Credit Monitoring: This service offers the ability to set, renew, and remove 1-year fraud alerts on your credit file to help protect you from credit fraud. In addition, it provides credit monitoring services, a once annual credit score and credit report, and a \$1 million identity theft insurance policy. To enroll in this service, you will need to provide your personal information to AllClear ID. You may sign up online at **enroll.allclearid.com** using the following redemption code: [REDEMPTION CODE].

Please note: Following enrollment, additional steps are required by you in order to activate your phone alerts and fraud alerts, and to pull your credit score and credit file. Additional steps may also be required in order to activate your monitoring options.

WHAT YOU CAN DO:

[Recipient]
[MonthDay,Year]

Although our investigation has not found that your information has been misused, we treat this matter with the utmost seriousness and want to ensure that you have the necessary information to take preventive steps to help protect yourself from identity theft. As always, we encourage you to regularly review and monitor your financial statements and credit reports, and report any suspicious or unrecognized activity immediately. You should be vigilant for incidents of fraud and identity theft and report any suspected incidents of fraud to the relevant financial institution, local law enforcement, your state Attorney General, or the Federal Trade Commission ("FTC"). As a resident of Massachusetts, you also have the right to obtain a police report indicating that your personal information has been compromised.

In addition to enrolling in the services described in the previous section, further information about how to guard against identity theft appears on the last page of this letter.

FOR MORE INFORMATION:

Further information about how to guard against identity theft appears on the next page. Should you have any questions, please contact Hachette Customer Service at **1-800-759-0190** (8:30 a.m.- 5:00 p.m ET).

We deeply regret any inconvenience this may cause you.

Sincerely,

David Howell

Senior Director, Finance, Worthy Publishing

[Recipient]
[MonthDay,Year]

STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR 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).

Obtain a Copy of Your 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 <http://www.annualcreditreport.com/>, calling toll-free 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 can print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. You also can contact one of the following three national credit reporting agencies:

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| TransUnion P.O. Box 1000 Chester, PA 19016 1-877-322-8228 www.transunion.com | Experian P.O. Box 9532 Allen, TX 75013 1-888-397-3742 www.experian.com | Equifax P.O. Box 105851 Atlanta, GA 30348 1-800-525-6285 www.equifax.com | Free Annual Report P.O. Box 105281 Atlanta, GA 30348 1-877-322-8228 annualcreditreport.com |
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Place a Fraud Alert on Your Credit Report. 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 up to a year. Identity theft victims can also get an extended fraud alert for up to seven years. Military members have additional benefits and should contact the credit reporting agencies for further questions. 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 <http://www.annualcreditreport.com>.

Place a Security Freeze on Your Credit File. As of September 21, 2018, a new federal law allows consumers to freeze and unfreeze their credit file free of charge at all three major credit bureaus. A freeze 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 consumer 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 on Identity Theft: You can obtain information from the consumer reporting agencies, Federal Trade Commission or from your respective state Attorney General about steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the Federal Trade Commission or to the Attorney General in your state. Residents of North Carolina can obtain more information from their Attorney General using the contact information below.

Federal Trade Commission
600 Penn. Ave, NW
Washington, DC 20580
Consumer.ftc.gov, and
www.ftc.gov/idtheft
1-877-438-4338

North Carolina Attorney General
9001 Mail Service Center
Raleigh, NC 27699
ncdoj.gov
1-877-566-7226