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May 28, 2019

Dear Sir/Madam:

I am contacting you because we have learned of a data security incident that occurred and was discovered on April 25, 2019 that involved some of your personal information. The electronic fields that were accessed may include First, Middle and Last Names; Date and Place of Birth; EPay ID/Employee Number; Sex; Social Security Number; Address; Phone Number; Email; Emergency Contact Information; Position; Hourly Pay.

Please review the attachment to this letter 'Steps You Can Take to Further Protect Your Information' for further information on steps you can take to protect your information. In addition, we suggest you create an account through Credit Karma to provide credit monitoring services. The credit monitoring is no cost to you. Set up your Credit Karma account by visiting <https://www.creditkarma.com/id-monitoring>.

You may contact our privacy officer with questions and concerns about the potential unauthorized access of your personal information. You may call 1-800-673-1281 x 2214 between 10am and 4pm (EST) for any questions you may have.

We take our role in safeguarding your personal information and using it in an appropriate manner very seriously. Please rest assured that we are actively taking steps to rectify the situation, including taking steps to investigate the source of the breach, review, and where appropriate and possible, enhance our protections for electronically stored information.

Should you have any questions regarding this notice or if you would like more information, please do not hesitate to contact the undersigned.

Sincerely,

Peter Androutsos, Ph.D.,
Privacy Officer

Additional Steps You Can Take to Further Protect Your Information

To help ensure that personal information is not used inappropriately we recommend you take the following steps:

- **You may periodically request a credit report.** Whether or not your data has been involved in a breach, you can receive a report from each of the three national credit bureaus listed below. You should remain vigilant about suspicious activity and check your credit reports, as well as your other account statements, periodically over the next 12 to 36 months. You should immediately report any suspicious activity to the credit bureaus.
- **You may place a fraud alert on your credit report.** A fraud alert tells creditors to contact you before they open any new credit accounts or change your existing accounts. This can help prevent an identity thief from opening additional accounts in your name. As soon as one of the credit bureaus confirms your fraud alert, the other two credit bureaus will be automatically notified in order to place alerts on your credit report, and all three reports will be sent to you free of charge. To place a fraud alert on your credit file, contact one of the three national credit bureaus at the numbers provided below.
- **Order your credit reports.** By establishing a fraud alert, you will receive a follow-up letter that will explain how you can receive a free copy of your credit report. When you receive your credit report, examine it closely and look for signs of fraud, such as credit accounts that are not yours.
- **You can place a "credit freeze" on your credit file** so that no credit reports can be released without your approval. Please contact the three national credit bureaus below for more information. All bureaus charge a fee for this service. To contact the three credit bureaus, you can call the numbers below, or you can visit their websites for further contact information:
 - Equifax: 1-800-548-7878; www.equifax.com
 - Experian: 1-888-397-3742; www.experian.com
 - TransUnion: 1-800-916-8800; www.transunion.com
- **Continue to monitor your credit reports.** Even with a fraud alert on your account, you should continue to monitor your credit reports to ensure that an imposter has not opened an account with your personal information.
- **Report suspicious activity.** If you see any unauthorized activity, promptly contact your financial institution. We also suggest you submit a complaint with the Federal Trade Commission (FTC) by calling 1-877-ID-THEFT (1-877-438-4338) or online at <https://www.ftccomplaintassistant.gov/> or the Massachusetts Attorney General by calling 617-727-8400.