14649

February 22, 2019

By Email or Hard Copy
User

Re: Notice of Data Security Incident

Dear User,

Court Square Capital Partners ("Court Square") is contacting you to inform you of a data security incident involving your personal information. The privacy and protection of your personal information is a matter we take very seriously. The intent of this letter is to share what we have done and are doing to address the incident, and to provide some information and resources for steps you can take to protect your personal information.

What Information Was Involved

Court Square began investigating the data security incident as soon as we became aware of it. Based on our extensive investigation, which included an outside forensics firm, we understand that in connection with the incident, your social security number may have been obtained by the cybercriminal.

What You Can Do

The security of personal information is a top priority for us. In order to help you reduce the risk that your personal information could be misused, we recommend that you take the following steps:

- Remain vigilant by reviewing your financial 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.
- Obtain a copy of your credit report from one of the three major credit reporting agencies (Equifax, Trans Union, and Experian). You should check these credit reports for any unauthorized transactions. By law, you have the right to obtain a free credit report from any of the three consumer reporting agencies each year.
- Consider having the credit reporting agencies place a fraud alert and security freeze on your credit report.
- For more information about protecting yourself from identity theft, the attached Exhibit A includes contact information for the FTC and the national credit reporting agencies, as well as other disclosures and recommendations.
- Do not respond to any suspicious emails or requests for personal or sensitive information. Please contact our IT team at ITSecurity@courtsquare.com if you receive any such requests.

Preventing Future Incidents

We remind you to remain vigilant with suspicious looking emails and to never open attachments within such emails. If you have any reason to question the legitimacy of an email, forward it immediately to ITSecurity@courtsquare.com. In addition, please note that Court Square will never ask you for your credentials, and you should never provide them if prompted to do so by an attachment in an email.

For More Information

We realize that you may have questions as to what this means and what you can do to protect yourself. For additional information, you may contact Joseph Rock, Director, IT & Chief Information Security Officer at jrock@courtsquare.com or 212.752.6110. We strongly encourage you to take the preventive measures outlined in this letter to help prevent, detect, and report any misuse of your information.

Exhibit A - Additional Information

FREE CREDIT REPORT

Under federal law, you are entitled to one free credit report once every 12 months from each of the above three major nationwide credit reporting companies by calling 1-877-322-8228, visiting www.annualcreditreport.com, 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. Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports periodically. Victim information sometimes is held for use or shared among a group of thieves at different times. Checking your credit reports periodically can help you spot problems and address them quickly.

If you find suspicious activity on your credit reports or have reason to believe your information is being misused, you should promptly notify your financial institution or company with which the account is maintained, and you should also call your local law enforcement agency and file a police report. You have a right to obtain a copy of the police report and you should obtain it, as many creditors want the information it contains to absolve you of the fraudulent debts. You also should file a complaint with the Federal Trade Commission (FTC) at www.identitytheft.gov or at 1-877-ID-THEFT (1-877-438-4338). Your complaint will be added to the FTC's Identity Theft Data Clearinghouse, where it will be accessible to law enforcement for their investigations.

FRAUD ALERTS

We recommend that you remain vigilant by reviewing your account statements, monitoring the free credit report referenced above, and by placing a "Fraud Alert" on your credit file. Fraud Alert messages notify potential credit grantors to verify your identification before extending credit in your name in case someone is using your information without your consent. A Fraud Alert can make it more difficult for someone to get credit in your name; however, please be aware that it also may delay your ability to obtain credit. Call only one of the following three nationwide credit reporting companies to place your Fraud Alert: TransUnion, Equifax, or Experian. As soon as the credit reporting company confirms your Fraud Alert, they will also forward your alert request to the other two nationwide credit reporting companies so you do not need to contact each of them separately. The contact information for the three nationwide credit reporting companies is:

Equifax	Experian	TransUnion
(800) 525-6285	(888) 397-3742	(800) 680-7289
www.equifax.com	www.experian.com	www.transunion.com
P.O. Box 740241	P.O. Box 9532	Fraud Victim Assistance Division
Atlanta, GA 30374	Allen, TX 75013	P.O. Box 6790
		Fullerton, CA 92834-6790

SECURITY FREEZES

You can request a "Security Freeze" on your credit file by sending a request in writing, by mail, to each of the three nationwide credit reporting companies. When a Security Freeze is added to your credit report, all third parties, such as credit lenders or other companies, whose use is not exempt under law will not be able to access your credit report without your consent.

The Security Freeze may delay, interfere with or prohibit the timely approval of any subsequent request or application you make that involves access to your credit report. This may include, but is not limited to, new loans, credit, mortgages, insurance, rental housing, employment, investments, licenses, cellular phone service, utility service, digital signature service, Internet credit card transactions and extension of credit at point of sale.

There may be a fee for placing, temporarily lifting, or removing a Security Freeze with each of the nationwide consumer reporting companies, although that fee is waived if you send the credit reporting company proof of eligibility by mailing a copy of a valid identity theft report, or other valid report from a law enforcement agency to show you are a victim of identity theft and are eligible for free Security Freeze services.

To place a Security Freeze on your credit files at all three nationwide credit reporting companies, write to the addresses below and include the following information:

Equifax Security Freeze	Experian Security Freeze	TransUnion Security Freeze
P.O. Box 105788	P.O. Box 9554	P.O. Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19016
(800) 685-1111	(888) 397-3742	(800) 680-7289
www.freeze.equifax.com	www.experian.com/freeze	www.transunion.com/freeze

Information to Include:

- Your full name (first, middle, last including applicable generation, such as JR., SR., II, III, etc.)
- Your Social Security Number
- Your date of birth (month, day and year)
- Your complete address including proof of current address, such as a current utility bill bank or insurance statement or telephone bill
- If you have moved in the past 2 years, give your previous addresses where you have lived for the past 2 years
- A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.)
- The applicable fee. Call or visit each of the credit reporting company websites listed above for information on fees for Security Freeze services. Forms of payment are check, money order, or credit card (American Express, Discover, MasterCard and Visa), or a copy of a valid identity theft report, or other valid report from a law enforcement agency to show you are a victim of identity theft and are eligible for free Security Freeze services.

Within 5 business days of receiving your request for a security freeze, the consumer credit reporting company will provide you with a personal identification number (PIN) or password to use if you choose to remove the freeze on your consumer credit report or to authorize the release

of your consumer credit report to a specific party or for a specified period of time after the freeze is in place.

ADDITIONAL INFORMATION

If you would like additional information regarding how to prevent identify theft, you can visit the website of the FTC at www.consumer.gov/idtheft or www.ftc.gov/idtheft, or call the FTC at 1-877-382-4357, or write to the FTC at 600 Pennsylvania Avenue, NW, Washington, DC 20580. Your state Attorney General may also have advice on preventing identity theft.