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CERIDIAN

Ceridian HCM

3311 East Old Shakopee Road
Minneapolis, Minnesota 55425

Private & Confidential

Employee Name
Address
City, State, ZipCode

Dear Mr./Mrs. Last Name

Wheeler Clinic recently informed you of an incident involving your personal data. We, Ceridian, as the third-party provider responsible for the incident would like to provide you with an update on the status of this investigation.

Previously, your employer notified you that we found a file containing your personal data on our ticketing system. The file was immediately removed from the ticketing system and a subsequent investigation was launched to find and remove any additional postings. On the evening of December 18, 2018, it was further discovered that the file we previously notified you about was also accessible in another portion of the ticketing system, Ceridian's knowledge base portal. Ceridian has created a process to automatically scan for Wheeler data in the portal as a whole.

Any file detected by this scan will be immediately removed and Ceridian will attempt to contact any third-party recipient and confirm they have deleted the file from their system. Because of the way this portal is used, we believe the individuals that had access to the file were payroll professionals who are authorized to receive this type of data for their own company and are not likely to misuse or abuse it. Nonetheless, you should remain vigilant by reviewing account statements and monitoring free credit reports offered below.

We want to let you know that Ceridian is making every effort to ensure that there are no additional posting of the file. In addition to the scanning project already described we are:

- Sending a direct communication from our Executive Vice President of Operations setting expectations around proper data handling and asking for a review of files in their possession;
- Reviewing internal processes and providing additional training on data handling practices; and
- Obtaining written assurances from recipients that inadvertently received the file.

In addition, Ceridian is working with Experian to provide a complimentary five-year membership of Experian's® IdentityWorksSM which includes credit monitoring and identity restoration assistance. This product provides you with identity detection and resolution of identity

theft. To activate your membership and start monitoring your personal information please use the activation code previously provided by your employer. Please ensure that you enroll by April 30, 2019. Your code will not work after this date. If you have already activated the code previously provided by your employer, you will automatically receive the extended five-year membership. If you decide that you wish to freeze your credit, you may do so by phone, mail or by completing an online form.

Experian Security Freeze by phone:

(888) 397-3742

Experian Security Freeze by mail:

P.O. Box 9554
Allen, TX 75013

Experian Security Freeze online form:

<https://www.experian.com/freeze/center.html#content-01>

Please note that if you are resident in the state of Massachusetts, you have a right to obtain a police report and can request a security freeze at no charge: <https://www.mass.gov/how-to/request-a-credit-report-security-freeze>

We would like to reiterate our sincerest apologies for this event. We advise that you remain vigilant by reviewing account statements and monitoring free credit reports. If you have any questions or concerns about this incident, you can contact the Ceridian Privacy Office by phone at 1-888-975-7674 or by email at privacy@ceridian.com and we will assist you.

Yours Truly,