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Global Privacy Office
The Boeing Company
P.O. Box 3707, MC: 11-503
Seattle, WA 98124-2207

09/13/2019

EXAMPLE
Address
City, State, Zip

RE: Notice of Data Breach

Dear EXAMPLE:

This message concerns a recent data security incident that involved your information. We sincerely apologize for this incident and wanted to share the following details.

What Happened:

A Boeing employee was traveling with a thumb drive that contained historical HR data for employees of KLX Inc., now known as Boeing Distribution Services, Inc. This employee was approved to have access to this data, however, the thumb drive was not encrypted per standard Boeing policy. Upon returning home from travel, the employee could not find the thumb drive and notified Boeing Security during the first week of August 2019. We believe that the thumb drive may have been stolen while this employee was on travel. On August 14, Boeing was able to obtain a copy of the data on the thumb drive and determined that there was sensitive personal information on it. At this point, we have no evidence that your information has been accessed or will be used inappropriately. In an abundance of caution, we are notifying you of this incident.

What Information Was Involved:

The thumb drive contained some spreadsheets with historical HR data for KLX Inc., now known as Boeing Distribution Services, Inc. The drive contained data related to organization structure/alignment as well as Social Security Numbers, addresses, and salary data.

What We Are Doing:

We will require additional training on the proper handling of personal information and will examine additional controls to further protect your personal information.

We are offering a **complimentary** two-year membership of Experian's® IdentityWorks. This product provides you with superior identity detection and resolution of identity theft.

What You Can Do:

1. **Activate your IdentityWorks account as soon as possible.**
 1. ENSURE That You Enroll By: **12/31/2019** (Your code will not work after this date.)
 2. VISIT the **IdentityWorks Web Site to enroll: <https://www.experianidworks.com/plus>**
 3. PROVIDE Your Activation Code: **--Activation Code--**

Note: A credit card is not required for enrollment.

If you have questions or need an alternative to enrolling online, please call 877-890-9332 and provide engagement number: **XXXXXX**.

2. Be on the alert for suspicious activity related to your accounts, credit report and financial products. You will have access to your Experian consumer credit report as part of the Experian

IdentityWorks product. We recommend that you also take the following steps to protect your identity:

- Check your other consumer reports annually. You may obtain a free copy of your credit report once every 12 months from each of the nationwide consumer reporting agencies by visiting <http://www.annualcreditreport.com> or by contacting the consumer reporting agencies at:
 - Experian, 866-200-6020, P.O. Box 2002, Allen, TX 75013; www.experian.com
 - Equifax, 800-685-1111, P.O. Box 740241, Atlanta, GA 30374-0241; www.equifax.com
 - TransUnion, 800-680-7289, P.O. Box 6790, Fullerton, CA 92834-6790, www.transunion.com
- You should monitor your bank, health care, and health insurance records to ensure there are no transactions or other activity that you did not initiate or authorize. Report any suspicious activity in your records to the appropriate service provider and to one of the national credit reporting companies listed below, and ask for a fraud alert or a security freeze on your credit report. Remember to renew the fraud alerts every 90 days.
 - Experian, Fraud Hotline: 888-397-3742, P.O. Box 2002, Allen, TX 75013; www.experian.com
 - Equifax, Fraud Hotline: 877-478-7625, P.O. Box 740241, Atlanta, GA 30374-0241; www.fraudalerts.equifax.com
 - TransUnion, Fraud Hotline: 800-680-7289, P.O. Box 6790, Fullerton, CA 92834-6790; www.transunion.com; report fraud: fvad@transunion.com
- Report any suspicious activities on your credit reports or bank, health care or health insurance records to your local police or sheriff's office and file a police report. Keep a copy of this police report in case you need it to clear your personal records.
- You can obtain additional Information about preventing Identity Theft from the Federal Trade Commission (FTC): 877-382-4357, <https://www.consumer.ftc.gov/topics/identity-theft>

For Massachusetts Residents: You have a right to request from us a copy of any police report filed in connection with 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. If you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift, or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5 each to place, temporarily lift, or permanently remove a security freeze.

For North Carolina Residents: You can obtain information from the North Carolina Office of the Attorney General about steps you can take to help prevent identity theft. You can contact the Attorney General's Consumer Hotline toll-free within North Carolina at 877-566-7226 or 919-716-6000.

On behalf of Boeing, I sincerely apologize for this incident and regret any inconvenience it may cause you. I encourage you to take advantage of the free identify theft protection service. If you have questions or concerns regarding this matter or the protections available to you, please do not hesitate to contact the Boeing Global Privacy Office at globalprivacy@boeing.com or 206-544-2406.

Sincerely,

Marie Olson
Deputy Chief Privacy Officer