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15860

October XX, 2019

[Affected Employee Name]  
[Street Address]  
[City, State and Zip Code]  
[Date]

Notice of Data Breach

Dear [affected employee],

We are writing to inform you of an incident that could potentially affect the security of some of your personal information, such as your name, address, phone number, date of birth, social insurance/social security number and personal email address as well as other employment-related information.

Mother Parkers treats privacy and data protection as a matter of utmost importance. We dedicate significant resources to ensure that our information systems and data are secured, particularly when it comes to data containing sensitive information. We are currently in the process of making further enhancements to our cybersecurity and data protection program.

To provide an added level of assurance and protection, we are offering you access to Single Bureau Credit Monitoring\* services at no charge and identity theft reimbursement insurance. These services provide you with alerts for eighteen (18) months from the date of enrollment when changes occur to your Experian credit file.

This notification is sent to you the same day that the change or update takes place with the bureau. In addition, we are providing you with proactive fraud assistance to help with any questions that you might have or in event that you become a victim of fraud. These services will be provided by CyberScout, a company that specializes in identity theft education and resolution.

To enroll in Credit Monitoring\* services at no charge, please log on to **<https://www.myidmanager.com>** and follow the instructions provided. When prompted please provide the following unique code to receive services:  
**<CODE HERE.>**

If you have noticed anything out of the ordinary that makes you worry that your data has been compromised, or if you have any questions, please contact CyberScout at 1-800-405-6108.

Sincerely,

Fred Schaeffer  
President & CEO - Mother Parker's Tea and Coffee

\* Services marked with an "\*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

## 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.

To file a complaint with the FTC, go to [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or call 1-877-ID-THEFT (877-438-4338). Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

### Copy of 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 a copy of the request form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

Equifax (800) 685-1111 <a href="http://www.equifax.com">www.equifax.com</a> P.O. Box 740241 Atlanta, GA 30374	Experian (888) 397-3742 <a href="http://www.experian.com">www.experian.com</a> 535 Anton Blvd., Suite 100 Costa Mesa, CA 92626	TransUnion (800) 916-8800 <a href="http://www.transunion.com">www.transunion.com</a> P.O. Box 6790 Fullerton, CA 92834
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### Register for CyberScout Credit Monitoring and Identity Theft Insurance Coverage

We have arranged with CyberScout to help you protect your identity and your credit information for eighteen (18) months at no cost to you.

### Fraud Alert

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 at least 12 months. 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. For more information on fraud alerts, you may contact the three national credit reporting agencies, the FTC (as described below), or visit <http://www.annualcreditreport.com>.

### Security Freeze

In some US states, you have the right to put a security freeze on your credit file at no cost to you. This 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 credit 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. For more information on security freezes, you may contact the three national credit reporting agencies or the FTC (as described below). As the instructions for establishing a security freeze differ from state to state, please contact the three nationwide consumer reporting agencies to find out more information.

#### Additional Free Resources on Identity Theft

You may wish to review the tips provided by the FTC on how to avoid identity theft. For more information, please visit <http://www.ftc.gov/idtheft>, call 1-877-ID-THEFT (877-438-4338), or write to Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

#### Massachusetts Residents

You have the right to obtain a police report and request a security freeze (as described above). The consumer reporting agencies may require that you provide certain personal information (such as your name, Social Security number, date of birth, and address) and proper identification (such as a copy of a government-issued ID card and a bill or statement) prior to honoring your request for a security freeze.