

October 10, 2019

15874

«First» «Last» «street» «city», «state» «zip»

We are writing to provide information regarding an incident that may have involved your personal information. The incident involved a short period of access to the email inbox of one of our corporate officers. Please review the following information.

## What Information Was Involved?

The email account accessed was used to administer a number of employee and benefits-related functions internally. Among the documents contained in over 100,000 emails in that account, we have identified some that contain your name, «Data».

## What Are We Doing?

Upon discovering the incident, we took steps to understand the nature and scope of the attack, and brought in external forensic consultants that specialize in these types of incidents. We have notified and are continuing to investigate this incident with law enforcement. We have also reviewed our policies and operational processes to reduce the likelihood that such an incident will occur again as well as to minimize the potential consequences.

As a precaution to help protect your identity, we are offering a complementary 2-year membership in identity theft protection services through ID Experts® MyIDCare™. MyIDCare services include: 24 months of triple bureau credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, and fully managed identity theft recovery services.

To enroll in free MyIDCare services by calling **1-800-939-4170** or going to https://app.myidcare.com/account-creation/protect; and using the Enrollment Code «EnrollmentCode».

MyIDCare experts are available Monday through Friday from 6 am - 6 pm Pacific Time. Please note the deadline to enroll is August 1, 2020.

## What You Can Do

In addition to enrolling in the identity theft protection services described above, we recommend that you take the following steps to protect against and monitor for potential misuse of your personal information:

- Regularly review your account statements and credit reports for fraudulent transactions or accounts. You may obtain a free copy of your credit report maintained by each of the three credit reporting agencies by visiting <a href="www.annualcreditreport.com">www.annualcreditreport.com</a> or by calling toll-free 877-322-8228. Review the reports carefully, and if you find anything you do not understand or that is incorrect, contact the appropriate credit reporting agency Credit reporting agencies must investigate your report, and remove inaccurate, incomplete, or unverifiable information. In addition, if you suspect fraudulent activity, you can contact your local law enforcement agency, the attorney general of your state, and the Federal Trade Commission. If you are a Massachusetts resident, you have the right to obtain a police report.
- You may also consider contacting the credit reporting agencies directly if you wish to put in place a fraud alert or a security freeze. A fraud alert will notify any merchant checking your credit history that

you may be the victim of identity theft and that the merchant should take additional measures to verify the application. Contacting any one of the three agencies will place an alert on your file at all three.

- Equifax: 1-800-525-6285; www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241
- Experian: 1-888-EXPERIAN (397-3742); www.experian.com; P.O. Box 9532, Allen, TX 75013
- TransUnion: 1-800-680-7289; www.transunion.com; Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA 92834-6790
- A security freeze restricts all creditor access to your account, but might also delay any requests you
  might make for new accounts. To place a credit freeze, contact each credit reporting agency separately.
  You will need to supply your name, address, date of birth, Social Security number, and other personal
  information. The agencies are not permitted to charge you for placing or lifting a freeze.
- To report incidents of fraud and identity theft, you can contact the Federal Trade Commission via identitytheft.gov, 1-877-ID-THEFT, or write to Identity Theft Clearinghouse, 600 Pennsylvania Avenue, NW, Washington, D.C. 20580.

If you have questions regarding this matter, please contact our HR Manager Megan Suerth (Megan.suerth@akunacapital.com).

On behalf of Akuna Capital we regret any inconvenience this may cause you. Sincerely,

John Harris

Chief Operations Officer & Chief Financial Officer

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