

17043



June 9, 2020

[First Name] [Last Name]
[Address]
[City, State, zip]

Dear [First Name] [Last Name]:

Balcomb & Green, P.C. ("Balcomb & Green") writes to notify you of a recent incident that may affect the privacy of some of your personal information. While we have no evidence of actual or attempted misuse of your information as a result of this incident, this letter provides details about our response and resources available to you to help protect your information should you feel it appropriate to do so.

The privacy and security of information are among our highest priorities and we have strict security measures in place to protect information in our care. Upon learning this incident, we moved quickly to investigate and to respond. Our response included working with third-party forensic computer specialists to investigate the incident, and ultimately undertaking a comprehensive review to determine whether and what personal information may be affected. As part of our ongoing commitment to information security, we are also reviewing and enhancing existing policies and procedures related to data privacy.

Although we are unaware of any actual or attempted misuse of your personal information, we are offering you access to 18 months of credit monitoring and identity theft protection services through Kroll at no cost to you as an added precaution. If you wish to activate these services, you may follow the instructions included in the attached *Steps You Can Take to Protect Your Information*. We encourage you to enroll in these services as we are unable to act on your behalf to do so. Please also review the information contained in the attached *Steps You Can Take to Protect Your Information*.

We understand that you may have questions about this incident that are not addressed in this letter. If so, please contact our toll-free dedicated assistance line available at (844) 989-2772, 9:00 am to 6:30 pm Eastern Time, Monday through Friday (excluding some U.S. national holidays). You may also write to Balcomb & Green at 818 Colorado Ave, Glenwood Springs, CO 81601.

Sincerely,

BALCOMB & GREEN, P.C.

STEPS YOU CAN TAKE TO PROTECT YOUR INFORMATION

Enroll in Credit Monitoring

We have secured the services of Kroll to provide identity monitoring at no cost to you for 18 months. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people with identity protection. Your identity monitoring services¹ include Credit Monitoring, Fraud Consultation, and Identity Theft Restoration.

You must activate your identity monitoring services by **September 9, 2020**. Your Activation Code will not work after this date. To activate the identity monitoring services:

1. Visit <https://enroll.idheadquarters.com/redeem> to activate your identity monitoring services.
2. Provide Your Activation Code: **[Enter Activation Code]** and Your Verification ID: **SF-001041**.
3. To sign into your account after you have activated your identity monitoring services, please visit <https://login.idheadquarters.com/>

If you have questions, please call (844) 989-2772, 9:00 am to 6:30 pm Eastern Time, Monday through Friday (excluding some U.S. national holidays).

Monitor Accounts

We also encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus listed below directly to request a free copy of your credit report.

You have the right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742

www.experian.com/freeze/center.html

TransUnion

P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872

www.transunion.com/credit-freeze

Equifax

P.O. Box 105788
Atlanta, GA 30348-5788
1-800-685-1111

www.equifax.com/personal/credit-report-services

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;

¹ Kroll's activation website is only compatible with the current version or one version earlier of Chrome, Firefox, Safari and Edge. To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file.

6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended "fraud alert" on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian

P.O. Box 9554

Allen, TX 75013

1-888-397-3742

www.experian.com/fraud/center.html

TransUnion

P.O. Box 2000

Chester, PA 19016

1-800-680-7289

www.transunion.com/fraud-victim-resource/place-fraud-alert

Equifax

P.O. Box 105069

Atlanta, GA 30348

1-888-766-0008

www.equifax.com/personal/credit-report-services

You can further educate yourself regarding identity theft prevention, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.