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June 2, 2020

111 *****AUTO**MIXED AADC 300

John Doe
123 Anystreet Dr
Anytown, NY 12345



Re: Notice of Data Breach

Dear John Doe:

DAK Americas is writing to notify you of a recent data security incident that may have exposed some of your personal information. We take this incident very seriously, and this letter provides details about the incident, our response, and steps you may take to better protect against possible misuse of your personal information, should you feel it necessary to do so.

What Information was Involved? Our investigation determined that at the time of the incident a ransomware-infected server contained information including employees' names, driver's license or state identification numbers, Social Security numbers, and salary information.

What Are We Doing. Information, privacy, and security are among our highest priorities. DAK Americas has strict security measures in place to protect information in our care. Upon learning of this incident, we quickly took steps to investigate and confirm the security of our systems, and in an abundance of caution we quickly disabled access to the affected server. We hired a cybersecurity firm to conduct a global investigation into how the incident occurred and assist our team with understanding the scope of the impact. We also engaged Parker Poe, a law firm we work with, and cooperated with law enforcement officials who also investigated the incident.

We believe we have cut off the threat. As part of our ongoing commitment to the security of information, we implemented increased security measures, conducted additional employee training, initiated dark web monitoring, and are currently reviewing our policies and procedures relating to data security. Additionally, we are also providing relevant regulatory notices.

The confidentiality, privacy, and security of your personal information are among our highest priorities. While, to date, we have no evidence of actual or attempted misuse of your information as a result of this incident, we are notifying you so that you may take further steps to better protect your personal information should you feel it is appropriate to do so. We have taken, and continue to take, steps to prevent this type of incident from happening in the future.

As an added precaution, we are offering you access to twenty-four (24) months of complimentary credit and identity monitoring services through NortonLifeLock, Inc. at no cost to you.

We 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 for the next twelve (12) to twenty-four (24) months. You may also enroll to receive the identity and credit monitoring services we are making available to you as we are unable to enroll in these services on your behalf.

LifeLock Identity Theft Plans

Great news - You were already offered LifeLock Identity Theft Protection through our benefit offering! LifeLock's proprietary technology can detect a wide range of identity threats[†] and if there's a problem, a dedicated, U.S.-based Identity Restoration Specialist will personally handle your case from start to finish and help fix it. This service includes free credit and identity monitoring services. It's all backed by our Million Dollar Protection™ Package^{†††}, to help you keep what's yours, yours.

If you would like to update your current LifeLock election, please login to the HR, Benefits & Pay Portal at <https://workforcenow.adp.com> today to enroll.

No one can prevent all identity theft.

† LifeLock does not monitor all transactions at all businesses.

††† Reimbursement and Expense Compensation, each with limits of up to \$1 million for Benefit Elite and Ultimate Plus and up to \$25,000 for Junior. And up to \$1 million for coverage for lawyers and experts if needed, for all plans. Benefits provided by Master Policy issued by United Specialty Insurance Company (State National Insurance Company, Inc. for NY State members). Policy terms, conditions and exclusions at: LifeLock.com/legal.

Monitor Accounts

We 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 directly to request a free copy of your credit report.

You have the right to place a "security freeze" on your credit report free of charge, 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;
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

Additional Information

You can further educate yourself regarding identity theft, 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); 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.

We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, you may contact Cheryl R. Hoskins, Senior Corporate Benefits Representative for DAK Americas either by email (Cheryl.hoskins@alpekpolyester.com) or phone (704-940-7562).

DAK Americas takes the privacy and security of the personal information in our care seriously. Please let us know if you have any questions.

Sincerely,

N. Cammon G. Simmons

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Senior Director – Human Resources

DAK Americas LLC