

17068



June 11, 2020



Notice of Data Breach

Dear

We are writing to notify you that your personal information may have been inadvertently disclosed by our vendor to another of its customers, and provide you with some steps you can take to help protect yourself. We sincerely regret any concern this may cause you.

What Information Was Involved

The personal information may include names, addresses, Social Security numbers, drivers' license numbers, bank account/routing numbers, employment history, date of birth, emergency contact data, 1099 tax data, and Equal Employment Opportunity data. We do not have any indication that this event resulted in the misuse of your personal information. However, we are notifying you as a precaution.

What We Are Doing

The vendor will be making available to you free identity monitoring services provided by Kroll. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data. Your identity monitoring services include Credit Monitoring, a Current Credit Report, Web Watcher, Public Persona, Quick Cash Scan, \$1 Million Identity Fraud Loss Reimbursement, Fraud Consultation, and Identity Theft Restoration. Please refer to Attachment A for more information about these identity monitoring services and how to sign up.

We take the privacy of personal information seriously and deeply regret that this situation occurred. We understand the vendor is taking steps to enhance its policies and procedures to reduce the likelihood that this event occurs again in the future.

What You Can Do

We encourage you to consider taking the following precautions:

- We urge you to remain vigilant against threats of identity theft or fraud and to regularly review and monitor your account statements and credit history for any signs of unauthorized transactions or activity. Report any unauthorized activity on your credit or banking accounts to your credit or banking providers immediately.
- If you suspect you are the victim of identity theft or fraud, you have the right to file a report with the police or law enforcement.
- You may contact the FTC or your state attorney general to learn more about the steps you can take to protect yourself against identity theft. The attachment to this letter titled "Information about Identity Theft Protection" has more information about steps you can take to help protect yourself against identity theft or fraud.
- Be alert for "phishing" emails from someone who acts like they know you and requests sensitive information over email, such as passwords, Social Security numbers or bank account information.
- It is always a best practice to change your financial account passwords often.

For More Information

For more information about this matter, or if you have additional questions or concerns, you may contact 1-844-961-2409 between the hours of 8:00am – 5:30pm Central Time, Monday through Friday. Again, we sincerely regret any concern this matter may cause.

Sincerely,



Abdulhamid Ali, PE
Chief Executive Officer



Frank D'Amato, PE
President

Attachment A

How to Sign up for Identity Monitoring Services

To help relieve concerns and restore confidence following this incident, 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 who have sustained an unintentional exposure of confidential data. Your identity monitoring services include Credit Monitoring, a Current Credit Report, Web Watcher, Public Persona, Quick Cash Scan, \$1 Million Identity Fraud Loss Reimbursement, Fraud Consultation, and Identity Theft Restoration.

Visit <https://enroll.idheadquarters.com> to activate and take advantage of your identity monitoring services.

You have until **September 10, 2020** to activate your identity monitoring services.

Membership Number: [REDACTED]

If you have questions, please call 1-844-961-2409 Monday through Friday from 8:00 a.m. to 5:30 p.m. Central Time. Please have your membership number ready.

You have been provided with access to the following services¹ from Kroll:

Triple Bureau Credit Monitoring and Single Bureau Credit Report

Your current credit report is available for you to review. You will also receive alerts when there are changes to your credit data at any of the three national credit bureaus—for instance, when a new line of credit is applied for in your name. If you do not recognize the activity, you will have the option to call a Kroll fraud specialist, who will be able to help you determine if it is an indicator of identity theft.

Web Watcher

Web Watcher monitors internet sites where criminals may buy, sell, and trade personal identity information. An alert will be generated if evidence of your personal identity information is found.

Public Persona

Public Persona monitors and notifies when names, aliases, and addresses become associated with your Social Security number. If information is found, you'll receive an alert.

Quick Cash Scan

Quick Cash Scan monitors short-term and cash-advance loan sources. You will receive an alert when a loan is reported, and you can call a Kroll fraud specialist for more information.

\$1 Million Identity Fraud Loss Reimbursement

Reimburses you for out-of-pocket expenses totaling up to \$1 million in covered legal costs and expenses for any one stolen identity event. All coverage is subject to the conditions and exclusions in the policy.

Fraud Consultation

You have unlimited access to consultation with a Kroll fraud specialist. Support includes showing you the most effective ways to protect your identity, explaining your rights and protections under the law, assistance with fraud alerts, and interpreting how personal information is accessed and used, including investigating suspicious activity that could be tied to an identity theft event.

Identity Theft Restoration

If you become a victim of identity theft, an experienced Kroll licensed investigator will work on your behalf to resolve related issues. You will have access to a dedicated investigator who understands your issues and can do most of the work for you. Your investigator will be able to dig deep to uncover the scope of the identity theft, and then work to resolve it.

¹Kroll'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.

Attachment B

Additional Information to Help Protect Yourself

To help protect against possible fraud, identity theft or other financial loss, we encourage you to remain vigilant, to review your account statements and to monitor your credit reports. Provided below are the names and contact information for the three major U.S. credit bureaus and additional information about steps you can take to obtain a free credit report and place a fraud alert or security freeze on your credit report. If you believe you are a victim of fraud or identity theft, you should consider contacting your local law enforcement agency, your state's attorney general or the Federal Trade Commission. Please know that contacting us will not expedite any remediation of suspicious activity.

INFORMATION ON OBTAINING A FREE CREDIT REPORT

U.S. residents are entitled under U.S. law to one free credit report annually from each of the three major credit bureaus. To order your free credit reports, visit www.annualcreditreport.com or call toll-free (877) 726-1014.

INFORMATION ON IMPLEMENTING A FRAUD ALERT OR SECURITY FREEZE

Consider contacting the three major credit bureaus at the addresses below to place a fraud alert on your credit report. A fraud alert indicates to anyone requesting your credit file that you suspect you are a possible victim of fraud. A fraud alert does not affect your ability to get a loan or credit. Instead, it alerts a business that your personal information might have been compromised and requires that business to verify your identity before issuing you credit. Although this may cause some short delay if you are the one applying for the credit, it might protect against someone else obtaining credit in your name.

A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit, mortgages, employment, housing or other services.

A credit reporting agency may not charge you to place, temporarily lift or permanently remove a security freeze.

To place a fraud alert or security freeze on your credit report, you must contact the three credit bureaus below:

Equifax:
Consumer Fraud Division
P.O. Box 105069
Atlanta, GA 30348
(888) 836-6351
www.equifax.com

Experian:
Credit Fraud Center
P.O. Box 9554
Allen, TX 75013
(888) 397-3742
www.experian.com

TransUnion:
TransUnion LLC
P.O. Box 160
Woodlyn, PA 19094
(800) 909-8872
www.transunion.com

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, the addresses where you have lived over those prior five years;
5. Proof of current address such as a current utility bill or telephone bill; and
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.).

You may also contact the U.S. Federal Trade Commission ("FTC") for further information on fraud alerts, security freezes and how to protect yourself from identity theft. The FTC can be contacted at 600 Pennsylvania Ave. NW, Washington, DC 20580; telephone (202) 326-2222; or www.consumer.gov/idtheft.

ADDITIONAL RESOURCES

Your state attorney general may also have advice on preventing identity theft, and you should report instances of known or suspected identity theft to law enforcement, your state attorney general or the FTC.

Iowa Residents: You may contact local law enforcement or the Iowa Attorney General's Office at 1305 E. Walnut St., Des Moines, IA 50319; tel: (515) 281-5926; consumer@ag.iowa.gov; or <http://www.iowa.gov/government/ag>.

Maryland Residents: You may obtain information about preventing identity theft from the FTC or the Maryland Attorney General's Office at 200 St. Paul Place, Baltimore, MD 21202; tel: (410) 576-6491; idtheft@oag.state.md.us; or <http://www.oag.state.md.us>.

New Mexico Residents: You have rights under the federal Fair Credit Reporting Act (FCRA), which governs the collection and use of information pertaining to you by consumer reporting agencies. For more information about your rights under the FCRA, please visit www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf or www.ftc.gov.

North Carolina Residents: You may obtain information about preventing identity theft from the FTC or the North Carolina Attorney General's Office at 9001 Mail Service Center, Raleigh, NC 27699-9001; tel: (919) 716-6000; fax: (919) 716-6750; or <https://ncdoj.gov/file-a-complaint/>.

Rhode Island Residents: You may obtain information about preventing identity theft from the FTC or the Rhode Island Attorney General's Office at 150 South Main Street, Providence, RI 02903; tel: (401) 274-4400; or <http://www.riag.gov/ConsumerProtection/About.php>. You may also file a police report by contacting local or state law enforcement agencies.