

17379



American Staffing Association

277 South Washington Street, Suite 200 • Alexandria, VA 22314-3675

July 29, 2020

RE: Important Security Notification.
Please read this entire letter.

703.253.2020

703.253.2053 fax

asa@americanstaffing.net

americanstaffing.net

We are writing to notify you of a data security incident involving our website ("Site"). You are receiving this notice because you engaged in a transaction with ASA during the applicable time period. Please be assured that ASA is taking this matter very seriously and promptly undertook an investigation into the incident. Please read this notice carefully, as it provides information about the resources available to you to protect yourself against the unauthorized use of your personal information.

We encourage you to remain vigilant for incidents of fraud and identity theft by carefully reviewing your payment card statements for unauthorized charges and monitoring free credit reports for fraudulent activity.

We sincerely apologize for this incident and regret any inconvenience it may cause you.

Please see the attached information for additional details.

Very truly yours,

A handwritten signature in black ink, appearing to read 'S. C. Dwyer'.

Stephen C. Dwyer
Senior Vice President, Chief Legal and Operating Officer

NOTICE OF DATA INCIDENT

What Happened?

ASA recently detected suspicious activity involving online transactions in mid-April. After undertaking an investigation into this activity, we concluded that an unauthorized person or group exploited a vulnerability in software provided by one of our vendors. Specifically, our investigation concluded that the unauthorized person or group may have been able to acquire personal information provided through the transaction. You are receiving this notice because you engaged in a transaction with ASA during the applicable time period.

What Information Was Involved?

Based on our investigation, the incident may have resulted in the unauthorized acquisition of the information you provided while placing an online order, including the name, credit card number, credit card expiration date, CSC or CVV number, and mailing address you used while placing an online order with ASA.

What We Are Doing.

Please be assured that ASA is taking this matter very seriously. We promptly undertook an investigation into the incident. We have taken steps to prevent any further unauthorized access by working with our vendor to address their software vulnerability.

What You Can Do.

We encourage you to remain vigilant for incidents of fraud and identity theft by carefully reviewing your payment card statements for unauthorized charges. We have enclosed instructions on how you can contact the three major credit bureaus to place a 90-day fraud alert on your account and inquire about any unusual activity on your accounts. We also recommend that you monitor your free credit report, and that you carefully review all bills and account statements you may receive over the next several months and report any suspicious activity to the relevant financial institution(s). If you suspect that an unauthorized charge has been placed on your account, we encourage you to report it to your payment card issuer. According to the payment card brands' policies, you are not responsible for unauthorized charges to your account if you report them in a timely manner.

Other Important Information.

To help protect your identity, we are offering a complimentary one-year membership of Experian's® IdentityWorks. This product provides you with identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by: 10/31/2020** (Your code will not work after this date.)

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- Visit the Experian IdentityWorks website to enroll:
<https://www.experianidworks.com/3bcredit>
- Provide your activation code:

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877-288-8057 by October 31, 2020. Be prepared to provide engagement number DB21580 as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL RESOURCES, CREDIT ALERTS AND FREEZES

Information about Identity Theft

Federal Trade Commission

The Federal Trade Commission provides information about how to avoid identity theft, including information about placing fraud alerts and security freezes on your credit report.

- Visit: <http://www.ftc.gov/idtheft>
- Call (toll-free): 1-877-ID-THEFT (1-877-438-4338)
- Write: Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave., NW, Washington, DC 20580.

You may report suspected identity theft to the Federal Trade Commission.

State Specific Information

You may also report suspected identity theft to law enforcement, including your state attorney general. Some states provide additional information and resources to assist their residents when there is a data security breach.

Free Annual Credit Reports

You may obtain a free copy of your credit report once every 12 months.

- Visit: <http://www.annualcreditreport.com>
- Call (toll-free): 1-877-322-8228
- Write: Complete an Annual Credit Report Request Form and mail it to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281 (you can print a copy of the form at <http://www.consumer.ftc.gov/articles/pdf-0093-annual-report-request-form.pdf>).

You also may purchase a copy of your credit report by contacting one of the three national consumer reporting agencies using the information below.

Equifax	Experian	TransUnion
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1-800-525-6285 www.equifax.com P. O. Box 740241 Atlanta, GA 30374-0241	1-888-397-3742 www.experian.com P. O. Box 9554 Allen, TX 75013	1-800-888-4213 www.transunion.com 2 Baldwin Place P.O. Box 1000 Chester, PA 19016-2000
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Fraud Alerts: “Initial Alert” and “Extended Alert”

You can place two types of fraud alerts on your credit report to put your creditors on notice that you may be a victim of fraud: an “Initial Alert” and an “Extended Alert.” An Initial Alert stays on your credit report for 12 months. You may ask that an Initial Alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An Extended Alert stays on your credit report for seven years. To obtain the Extended Alert, you must provide proof to the consumer reporting agency (usually in the form of a police report) that you actually have been a victim of identity theft. You have the right to obtain a police report regarding the data security incident. You can place a fraud alert on your credit report by calling the toll-free fraud number of any of the three consumer reporting agencies provided above.

A potential drawback to activating a fraud alert would occur when you attempt to open a new account. You would need to be available at either your work phone number or home phone number in order to approve opening the new credit account. If you are not available at either of those numbers, the creditor may not open the account. A fraud alert may interfere with or delay your ability to obtain credit.

Fraud alerts will not necessarily prevent someone else from opening an account in your name. A creditor is not required by law to contact you if you have a fraud alert in place. Fraud alerts can legally be ignored by creditors. If you suspect that you are or have already been a victim of identity theft, fraud alerts are only a small part of protecting your credit. You also need to pay close attention to your credit report to make sure that the only credit inquiries or new credit accounts in your file are yours.

To place a fraud alert on your credit report, you may contact all of the three major consumer reporting agencies using the information below that they have published. Consumer reporting agencies will need to verify your identity, which will require providing your Social Security number and other similar information.

TransUnion
P.O. Box 2000
Chester, PA 19016-2000
<https://fraud.transunion.com>
1-800-680-7289

Equifax
P. O. Box 740241
Atlanta, GA 30374-0241

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<https://www.equifax.com/personal/credit-report-services/credit-fraud-alerts/>
1-888-766-0008

Experian
P. O. Box 9554
Allen, TX 75013
<https://www.experian.com/fraud/center.html>
1-888-397-3742

Placing a fraud alert does not damage your credit or credit score. Additional information may be obtained from www.annualcreditreport.com.

Credit or Security Freeze on Credit File

You have the right to put a credit freeze (also known as a security freeze) on your credit file. A credit freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. Unlike a fraud alert, you must separately place a credit freeze on your credit file at each consumer reporting agency.

A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent; however, using a security freeze may interfere with or delay your ability to obtain credit. To place a security freeze on your credit report, contact the consumer reporting agencies using the information below, and be prepared to provide the following (note that if you are requesting a security freeze for your spouse, this information must be provided for him/her as well):

- (1) full name, with middle initial and any suffixes;
- (2) Social Security number;
- (3) date of birth;
- (4) current address and any previous addresses for the past two years; and
- (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles.

The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. Placing and/or lifting credit freezes are free if you are a victim or suspected victim of identity theft.

The addresses of consumer reporting agencies to which requests for a security freeze may be sent are:

TransUnion
P.O. Box 2000
Chester, PA 19016-2000
<https://freeze.transunion.com>

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Equifax

Equifax Security Freeze

P.O. Box 105788

Atlanta, Georgia 30348

https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp

Experian

P. O. Box 9532

Allen, TX 75013

<https://www.experian.com/freeze/center.html>

The consumer reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password, or both that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze to allow a specific entity or individual access to your credit report, you must call or send a written request to the consumer reporting agencies by mail and include:

- proper identification (name, address, and Social Security number);
- the PIN or password provided to you when you placed the security freeze; and
- the identities of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available.

The consumer reporting agencies have three (3) business days after receiving your request to lift the security freeze for those identified entities or for the specified period of time.