17476

August 14, 2020

[insert name and address]

Re: Notice of Data Breach

Dear [name],

We are writing to let you know about an incident SVB Leerink recently discovered that may have involved your personal information.

### What Information Was Involved?

The incident may have involved your Social Security Number, driver's license information and financial account numbers. The law in Massachusetts requires notification in the event such information is acquired without authorization. While we cannot be certain your information was actually acquired without authorization, out of an abundance of caution, we are sending you this letter to inform you of the incident.

### What We Are Doing.

While we have no reason to believe your information was targeted or has been misused in any way, we would like to offer you eighteen months of credit monitoring services at no cost to you on the same terms and basis as we make that benefit available to our employees. To enroll, please send an email to our head of Human Resources, Maura.Polak@svbleerink.com, requesting the benefit.

We also have notified our primary regulator, relevant state agencies and law enforcement of this incident.

#### What You Can Do.

Many state breach notification laws include a requirement to provide the information in the attached document "General Information and Resources Regarding Online Security and Identity Theft Protection." Please review this information and let us know if you have questions.

### For More Information.

The security of our information is extremely important to us. We have worked hard to address this matter and remain committed to security and privacy. If you have questions or would like additional information, please contact me at 617-918-4880.

Sincerely,

Selph

Steven P. Heineman | General Counsel, Senior Managing Director

SVB Leerink | One Federal Street, 37 FL | Boston, MA 02110

# General Information and Resources Regarding Online Security and Identity Theft Protection

## **How To Monitor Your Credit History.**

You may obtain a free copy of your credit report online at www.annualcreditreport.com, by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at www.annualcreditreport.com) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281. You may also purchase a copy of your credit report by contacting one or more of the three national credit reporting agencies listed below.

Equifax	Experian	TransUnion
P.O. Box 740241	P.O. Box 4500	P.O. Box 1000
Atlanta, GA 30374-0241	Allen, TX 75013	Chester, PA 19016
877-478-7625	888-397-3742	800-888-4213
www.equifax.com	www.experian.com	www.transunion.com

### Fraud Alerts.

There are two types of fraud alerts you can place 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. You may ask that an initial fraud alert be placed on your credit report, which stays on your report for at least one year, if you suspect you have been, or are about to be, a victim of identity theft. You may have an extended alert placed on your credit report, which stays on for seven years, if you have already been a victim of identity theft with the appropriate documentary proof. You can place a fraud alert on your credit report by contacting any of the three national credit reporting agencies at the toll-free numbers listed below:

Equifax	Experian	TransUnion
877-478-7625	888-397-3742	800-680-7289

## Credit Freezes.

You may have the right to put a credit freeze (or security freeze) on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate a freeze. If you place a credit freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. Credit freeze laws vary from state to state, but there is no cost anywhere in the country for freezing or unfreezing your credit file. You must separately place a credit freeze on your credit file at each credit reporting company by providing the following information to the credit reporting company: (1) full name, middle initial and any suffixes; (2) Social Security number; (3) complete addresses for past 2 years; (4) date of birth; (5) a copy of a government-issued identification card; (6) proof of your current address (such as a utility bill or telephone bill); (5) proof of your identity (such as a copy of your Social Security card, pay stub with Social Security number, or W2 or 1099 form).

Equifax	Experian	TransUnion
P.O. Box 105069	P.O. Box 9554	P.O. Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19016
800-349-9960	888-397-3742	888-680-7289
www.equifax.com	www.experian.com	www.transunion.com

To our knowledge no police report has been filed about this incident. However, Massachusetts law requires that we inform residents of their right to obtain any police report that is filed about this incident.

## Online Account Security.

It is important to remain vigilant with respect to reviewing your account statements and credit reports from one or more of the national credit reporting companies above and to promptly report any suspicious activity or suspected identity theft to us and to the proper law enforcement authorities, including local law enforcement, your state's attorney general, and/or the Federal Trade Commission ("FTC"). You may contact the FTC or your state's regulatory authority to obtain information about avoiding and protection against identity theft: Federal Trade Commission, Consumer Response Center 600 Pennsylvania Avenue, NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft. Residents of New York may also obtain information about preventing and avoiding identity theft by contacting: Office of the New York Attorney General, The Capitol, Albany, New York 12224-0341, 1 (800) 771-755, or at https://ag.ny.gov/contact-attorney-general-letitia-james.