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July 22, 2020

Client Name
Address
City, MA

Re: Notification of Data Security Incident

Dear Client First Name:

I am writing to notify you of a data security incident that may have involved some of your personal information on or about July 7, 2020. While I have no reason to believe that your information has been compromised in any way, out of the utmost caution, I want to notify you that under Massachusetts law, you have certain rights, which will assist you with monitoring and protecting your personal information.

First, a police report has been filed related to the incident with the Falmouth Massachusetts Police Department. You have the right to request and obtain a copy of that report.

Second, and at no expense to you I have retained a credit monitoring company, Norton LifeLock, to assist you with monitoring any activity of your personal information for the next 24 months. To activate membership and receive this free protection, please see the attached Addendum A for specific instructions.

Finally, you may also place a security freeze on your credit report, free of charge. 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. Under federal law, the credit-reporting agencies cannot charge you to place, lift, or remove a security freeze. Please see the attached Addendum B for further information on placing a security freeze.

As always, you should regularly review all credit card, credit reports and/or other financial accounts for any suspicious and/or unexplained or unauthorized activity.

I take the privacy and security of your information very seriously. I apologize for any inconvenience this may cause and remain committed to protecting your personal information. If you have any further questions, please contact me, at 781-894-1894.

Sincerely,

Jeffrey Quinn

JQ/ml
Enclosures

ADDENDUM A – NORTON LIFELOCK

Dear [REDACTED]

Jeffrey Quinn, Attorney at Law has retained **NortonLifeLock** to provide **Two (2)** year(s) of complimentary **LifeLock Advantage™** identity theft protection.

To activate your membership online and get protection at no cost to you:

1. You will need the following **Promo Code:** [REDACTED] and **Member ID:** [REDACTED] which have been assigned specifically to you, for one-time use.
2. **To begin, please click on the following URL:**
[REDACTED]
3. Your complimentary offer is presented. Click the red **"START YOUR MEMBERSHIP"** button.
4. Once enrollment is completed, you will receive a confirmation email (*be sure to follow ALL directions in this email*).

Alternatively, to activate your membership over the phone, please call: 1-800-899-0180

You will have until 09-30-2020 to enroll in this service.

Once you have completed the LifeLock enrollment process, the service will be in effect. Your **LifeLock Advantage™** membership includes:

- ✓ LifeLock Identity Alert™ System[†]
- ✓ Dark Web Monitoring**
- ✓ LifeLock Privacy Monitor™
- ✓ USPS Address Change Verification
- ✓ Lost Wallet Protection
- ✓ Reduced Pre-Approved Credit Card Offers
- ✓ Fictitious Identity Monitoring
- ✓ Court Records Scanning
- ✓ Data Breach Notifications
- ✓ Credit, Checking and Savings Account Activity Alerts^{†††}
- ✓ 24/7 Live Member Support
- ✓ U.S.-Based Identity Restoration Specialists
- ✓ Stolen Funds Reimbursement up to \$100,000 ^{†††}
- ✓ Personal Expense Compensation up to \$100,000 ^{†††}
- ✓ Coverage for Lawyers and Experts up to \$1 million ^{††}
- ✓ One-Bureau Credit Monitoring^{†**}
- ✓ One-Bureau Annual Credit Report & Credit Score^{†**}

The credit score provided is a VantageScore 3.0 credit score based on Equifax data. Third parties use many different types of credit scores and are likely to use a different Adtype of credit score to assess your creditworthiness

[†]If your plan includes credit reports, scores, and/or credit monitoring features ("Credit Features"), two requirements must be met to receive said features: (i) your identity must be successfully verified with Equifax; and (ii) Equifax must be able to locate your credit file and it must contain sufficient credit history information. IF EITHER OF THE FOREGOING REQUIREMENTS ARE NOT MET YOU WILL NOT RECEIVE CREDIT FEATURES FROM ANY BUREAU. If your plan also includes Credit Features from Experian and/or TransUnion, the above verification process must also be successfully completed with Experian and/or TransUnion, as applicable. If verification is successfully completed with Equifax, but not with Experian and/or TransUnion, as applicable, you will not receive Credit Features from such bureau(s) until the verification process is successfully completed and until then you will only receive Credit Features from Equifax. Any credit monitoring from Experian and TransUnion will take several days to begin after your successful plan enrollment.

No one can prevent all identity theft or cybercrime. [†]LifeLock does not monitor all transactions at all businesses.

** These features are not enabled upon enrollment. Member must take action to get their protection.

††† Reimbursement and Expense Compensation, each with limits of up to \$100,000 for Advantage. And up to \$1 million for coverage for lawyers and experts if needed. Benefits under the Master Policy are issued and covered by United Specialty Insurance Company (State National Insurance Company, Inc. for NY State members). Policy terms, conditions and exclusions at: LifeLock.com/legal.

ADDENDUM B

SECURITY FREEZE

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. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You must place your request for a freeze with each of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com). To place a security freeze on your credit report, you may send a written request by regular, certified, or overnight mail at the addresses below. You may also place a security freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below:

Equifax Security Freeze

P.O. Box 105788
Atlanta, GA 30348

1-800-349-9960/ <https://www.equifax.com/personal/credit-report-services/>

Experian Security Freeze

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

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

TransUnion Security Freeze

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

<https://www.transunion.com/credit-freeze>

In order to request a security freeze, you will need to provide some or all of the following information to the credit reporting agency, depending on whether you do so online, by phone, or by mail:

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 the prior five years;
5. Proof of current address, such as a current utility bill, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. Social Security Card, pay stub, or W2;
8. 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.

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your credit report, based upon the method of your request. 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. It is important to maintain this PIN/password in a secure place, as you will need it to lift or remove the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze, as well as the identities of those entities or individuals you would like to receive your credit report. You may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for request made by mail) after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.

If you place a security freeze **prior** to enrolling in the credit monitoring service as described above, you will need to remove the freeze in order to sign up for the credit monitoring service. After you sign up for the credit monitoring service, you may refreeze your credit line.