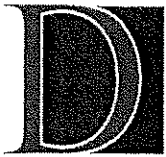


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Driscoll & Driscoll, P.C.
ATTORNEYS AT LAW

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***Of Counsel*

August 28, 2020

Re: Your Personal Information

Dear [REDACTED]:

Please be advised that this firm represents the Lexington Housing Assistance Board, Inc. ("LexHAB").

We are writing to notify you that a breach of security of your personal information occurred on August 26, 2020 at approximately 2:20 p.m. Specifically, your completed application, which included your and your daughter's social security numbers, was mistakenly distributed via email to two LexHAB applicants. In addition to your and your daughter's social security numbers, your application included your car registration number and driver's license number. No bank account numbers were listed on your application. By 4:00 p.m. on the same day, LexHAB had discovered the error, notified both applicants via email that they had received social security numbers in error, and requested that they immediately delete the email. Housing Director Pearlene Varjabedian, spoke to one of the applicants directly and requested that she immediately delete the email.

Please know that LexHAB takes the confidentiality of its applicants and residents very seriously and is committed to following the Massachusetts Data Breach Law. While this appears to be a rare and isolated incident, LexHAB is presently reviewing its policies to ensure that this issue does not occur again in the future.

LexHAB is required under law to provide you with the following disclosures:

Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

You may also place a security freeze on your credit reports, 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, 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.

As a result of this incident, LexHAB is willing to provide you with free credit monitoring services for a period of 18 months. If you wish to receive credit monitoring by an accredited provider at no cost, please contact LexHAB at 781-863-5362 within two weeks of the date listed above.

In order to protect yourself from similar incidents in the future you may also consider placing fraud alerts on your credit file; reviewing your credit reports for unexplained activity; and credit card or other financial accounts for any suspicious and/or unauthorized activity. Please be aware that, in accordance with the Massachusetts Data Breach Law, LexHAB will be self-reporting this incident to the Massachusetts Attorney General's Office and to the Massachusetts Office of Consumer Affairs and Business Regulation.

Should you have any further questions, please contact me directly at the telephone or email address listed above. Thank you in advance for your understanding and we apologize for any inconvenience this may have caused you.

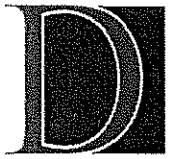
Signed,

On Behalf of the
Lexington Housing Assistance Board, Inc.,



Jonathan L. Driscoll, Esq.

cc: Bob Burbidge



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***Of Counsel*

September 3, 2020

Re: Your Personal Information

Dear 

As you're aware, this firm represents the Lexington Housing Assistance Board, Inc. ("LexHAB").

This letter is intended to clarify the letter that was previously sent to you dated August 28, 2020. In that letter, we stated that your personal information was shared on August 26, 2020 at 2:20pm, when in fact it was shared on August 25, 2020 at 2:20pm. All other details in the August 28, 2020 letter are factually accurate. As stated in the letter, please contact us at your earliest convenience should you wish to take advantage of our offer to provide you with free credit monitoring for a period of eighteen (18) months.

Thank you.

Signed,

On Behalf of the
Lexington Housing Assistance Board, Inc.,

Jonathan L. Driscoll, Esq.

cc: Bob Burbidge
LexHAB