



65 Grant Street, Torrington, CT 06790
Business # (860) 482-5509 Fax # (860) 482-7964

17958

[DATE]
[NAME]
[ADDRESS 1]
[CITY] [STATE], [ZIP]

RE: Notice of Data Breach

To Enroll, Please Call:

1-800-939-4170

Or Visit:

<https://app.idx.us/account-creation/protect>

Enrollment Code:

<<XXXXXXXX>>

Dear _____:

We are writing to inform you that Commercial Sewing was recently the victim of a cyber-attack which may have affected some personal information about you. As you may know, Commercial Sewing is the parent company of Apex Canvas, LLC and Sun Solutions, LLC and thus maintains information regarding both businesses and their employees, benefit plan dependents, and contractors.

Here is what happened:

On September 30, 2020, we discovered unusual activity on our company servers and immediately began to take steps to protect our network and the information contained on it. Despite these steps, and based upon our subsequent investigation, we have reason to believe that the cyber-attack was able to evade our firewall, anti-virus program, and other network protections and potentially gain access to information contained on our servers, including certain historical employee, dependent, and contractor information. Note that due to a systems change in 2017, current employee and contractor information is stored in a remote system unaffected by this incident. To our knowledge, we are unable to determine the exact occurrence date of the cyber-attack.

Types of information involved:

Based upon our investigation, we have determined that the cyber-attackers may have gained access to company servers which contained the following information about you: name, mailing address, Social Security number, employment information, and employee benefit information. Also, if you were an employee and used direct deposit, your bank account information may have been contained on the servers.

Protecting your information:

At this time, we have no reason to believe that your information was targeted by the cyber-attack or that your information has been or will be misused in any way. Nevertheless, Commercial Sewing is taking this matter very seriously and is committed to ensuring your peace of mind.



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We are offering identity theft protection services through IDX, the data breach and recovery services expert. IDX identity protection services include: 24 months of tri bureau credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, and fully managed id theft recovery services. With this protection, IDX will help you resolve issues if your identity is compromised. We also have a service available for minors.

We encourage you to contact IDX with any questions and to enroll in free identity protection services by calling 1-800-939-4170 or going to <https://app.idx.us/account-creation/protect> and using the Enrollment Code provided above. IDX representatives are available Monday through Friday from 6 am - 6 pm Pacific Time. Please note the deadline to enroll is [Enrollment Deadline].

We have also included some general educational information regarding protecting your identity on the enclosed "Reference Guide."

We sincerely regret that this incident occurred and have taken numerous steps to ensure that this type of incident does not occur again. If you have any questions, please call (860) 482-5509 x150 or email me at Roxanne@commercialsewing.com.

Sincerely,

Roxanne Ugbinada
Human Resources
Commercial Sewing, Inc.



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Reference Guide

Monitor Account Statements. Remember to look at your account statements regularly to be sure they are correct.

Order Your Free Credit Report. To order your free credit report, visit www.annualcreditreport.com, call toll-free at (877) 322-8228, or complete the Annual Credit Report Request Form on the U.S. Federal Trade Commission's ("FTC") website at www.ftc.gov and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. The three credit bureaus provide free annual credit reports only through the website, toll-free number or request form.

When you receive your credit report, review it carefully. Look for accounts you did not open and bills you do not recognize. Look in the "inquiries" section for names of creditors from whom you haven't requested credit. Some companies bill under names other than their store or commercial names. The credit bureau will be able to tell you when that is the case. Look in the "personal information" section for any inaccuracies in your information (such as home address and Social Security number). If you see anything you do not understand, call the credit bureau at the telephone number on the report. Errors in this information may be a warning sign of possible identity theft. You should notify the credit bureaus of any inaccuracies in your report, whether due to error or fraud, as soon as possible so the information can be investigated and, if found to be in error, corrected. If there are accounts or charges you did not authorize, immediately notify the appropriate credit bureau by telephone and in writing.

If you find items you don't understand on your report, call the relevant credit bureau at the number given on the report. Credit bureau staff will review your report with you. If the information can't be explained, then you will need to call the creditors involved. Information that can't be explained also should be reported to your local police or sheriff's office because it may signal criminal activity.

Contact the U.S. Federal Trade Commission. If you detect any unauthorized transactions in your financial account, promptly notify your payment card company or financial institution. If you detect any incident of identity theft or fraud, promptly report the incident to your local law enforcement authorities, your state Attorney General and the FTC. If you believe your identity has been stolen, the FTC recommends that you take these additional steps:

- Close the accounts that you have confirmed or believe have been tampered with or opened fraudulently. Use the FTC's ID Theft Affidavit (available at www.ftc.gov/idtheft) when you dispute new unauthorized accounts.
- File a local police report. Obtain a copy of the police report and submit it to your creditors and any others that may require proof of the identity theft crime.

You can contact the FTC to learn more about how to protect yourself from becoming a victim of identity theft (including information about fraud alerts and security freezes):



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Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580
1-877-IDTHEFT (438-4338)
www.ftc.gov/idtheft

For a summary of your rights under the federal Fair Credit Reporting Act, please visit:
<https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.

Place a Fraud Alert on Your Credit File. To protect yourself from possible identity theft, consider placing a fraud alert on your credit file. A fraud alert helps protect you against the possibility of an identity thief opening new credit accounts in your name. When a merchant checks the credit history of someone applying for credit, the merchant gets a notice that the applicant may be the victim of identity theft. The alert notifies the merchant to take steps to verify the identity of the applicant. You can place a fraud alert on your credit report by calling any one of the toll-free fraud numbers provided below. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three credit bureaus. [*The table below contains the contact information relevant to fraud alerts.*]

Equifax	P.O. Box 740241 Atlanta, Georgia 30374-0241	877-478-7625	www.equifax.com
Experian	P.O. Box 9532 Allen, Texas 75013	888-397-3742	www.experian.com
TransUnion	Fraud Victim Assistance Division P.O. Box 2000 Chester, PA 19016	800-680-7289	www.transunion.com

Place a "Security Freeze" on Your Credit File (for Non-Massachusetts Residents). You also may wish to place a "security freeze" (also known as a "credit freeze") on your credit file. A security freeze generally will prevent creditors from accessing your credit file at the three nationwide credit bureaus without your consent. There is no longer a fee for placing, lifting, and/or removing a security freeze. Unlike a fraud alert, you must place a security freeze on your credit file at each credit bureau individually. Since the instructions for establishing a security freeze differ from state to state, please contact the three national credit bureaus to find out more information. [*The table below contains the contact information relevant to security freezes.*]

Equifax	P.O. Box 105788 Atlanta, Georgia 30348	877-478-7625	www.equifax.com
Experian	P.O. Box 9554 Allen, Texas 75013	888-397-3742	www.experian.com
TransUnion	Attn: Security Freeze P.O. Box 160	888-909-8872	www.transunion.com



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The credit bureaus may require proper identification prior to honoring your request. For example, you may be asked to provide:

- Your full name with middle initial and generation (such as Jr., Sr., II, III)
- Your Social Security number
- Your date of birth
- Your complete address including proof of current address, such as current utility or telephone bill
- If you have moved in the past two (2) years, give your previous addresses where you have lived for the past two years
- A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.)

Additional Information for Maryland Residents.

You can also obtain information about preventing and avoiding identity theft from the Maryland Attorney General's Office:

Office of the Maryland Attorney General
Identity Theft Unit
200 St. Paul Place, 25th Floor
Baltimore, MD 21202
1-888-743-0023
idtheft@oag.state.md.us
<http://www.marylandattorneygeneral.gov>

Additional Information for North Carolina Residents.

You can also obtain information about preventing and avoiding identity theft from the North Carolina Attorney General's Office:

North Carolina Attorney General's Office
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001
1-877-5-NO-SCAM
www.ncdoj.gov

Additional Information for Rhode Island Residents.

Under Rhode Island law, you have the right to file a police report regarding this incident and obtain a copy of it. You can contact the Rhode Island Attorney General to learn more about how to protect yourself from becoming a victim of identity theft:

Office of the Rhode Island Attorney General
Consumer Protection Unit
150 South Main Street



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Providence, RI 02903
(401) 274-4400
consumers@riag.ri.gov
<http://www.riag.ri.gov>

Additional Information for Massachusetts Residents.

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. Massachusetts law also allows consumers to place a security freeze on their credit reports. 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. There is no longer a fee for placing, lifting, and/or removing a security freeze. To place a security freeze on your credit report, you must send a written request to **each** of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com) by regular, certified or overnight mail at the addresses below:

- Equifax Security Freeze P.O. Box 105788 Atlanta, GA 30348
- Experian Security Freeze P.O. Box 9554 Allen, TX 75013
- Trans Union Security Freeze Fraud Victim Assistance Department P.O. Box 2000 Chester, PA 19022-2000

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

The credit 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 in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (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 or the specific period of time you want the credit report



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available. The credit 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.

To remove the security freeze, you must send a written request to each of the three credit bureaus by mail and include 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 three (3) business days after receiving your request to remove the security freeze.



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