

GOODYCLANCY

ARCHITECTURE / PLANNING / PRESERVATION

Return Mail Processing Center
P.O. Box 6336
Portland, OR 97228-6336

18052

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<<City>><<State>><<Zip>>
<<Country>>

<<Date>>

NOTICE OF DATA SECURITY INCIDENT

Dear <<Name 1>>:

Goody Clancy & Associates, Inc. takes the privacy and proper use of your information very seriously, which is why we are writing to tell you about an email data security incident that occurred from June 30, 2020, to August 17, 2020, that could have resulted in unauthorized access to or acquisition of your personal information.

When we learned about this email incident, we engaged third-party industry-leading experts to investigate the nature and scope of this data event, including any potentially impacted individuals, which, after location and updating of contact information, was completed on October 23, 2020.

What Information Was Involved

As a result of this email security incident, some of your personal information may have been accessed and acquired without authorization, which may have included your first and last name, <<Data Elements>>. Although we are unaware of any actual access to or acquisition of your personal information and have no evidence of any attempted or actual misuse of your information, we are providing you with notice of this event, our response, and steps you may take to protect against the possibility of identity theft and fraud.

What We Are Doing

To help relieve concerns following this incident, we have engaged TransUnion to provide identity monitoring at no cost to you for two (2) years. TransUnion is an industry leader and functions as a first point of contact for credit-related issues, which allows it to efficiently furnish timely notification about credit-related issues to individuals enrolled in its identity monitoring service.

Visit www.MyTrueIdentity.com to activate and take advantage of your identity monitoring service.

You have until <<EnrollmentDate>> to activate your identity monitoring service.

myTrueIdentity Credit Monitoring Service Activation Code: <<ACTIVATION CODE>>

Additional information describing this service is included with this letter. We encourage you to review the description and to enroll in this service.

Rest assured that we are committed to keeping the data we maintain as secure as possible. To further protect your information from unauthorized access, we have implemented additional technical security measures designed to prevent similar incidents from occurring in the future.

What Else Can I Do To Protect My Information

We recommend that you remain vigilant, review your relevant account statements, and monitor your credit reports for suspicious activity. Some state laws advise you to report any suspected identity theft to law enforcement, your state's Attorney General, and the Federal Trade Commission. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report:

Equifax

P.O. Box 740241
Atlanta, Georgia 30374
1-800-685-1111
www.equifax.com

Experian

P.O. Box 9554
Allen, Texas 75013
1-888-397-3742
www.experian.com

TransUnion

P.O. Box 6790
Fullerton, CA 92834
1-800-916-8800
www.transunion.com

Fraud Alerts: At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. This can be done by contacting the credit bureaus by phone and also via Experian's, Equifax's or TransUnion's websites. Once you place a fraud alert at one credit bureau, that bureau is required to notify the other two and have alerts placed on your behalf. Note, however, that because the alert tells creditors to follow certain procedures to protect you, it may also delay your efforts to obtain credit while the agency verifies your identity.

If you wish to place a fraud alert, contact any one of the credit bureaus using the contact information below:

Equifax Fraud Alert

P.O. Box 105069
Atlanta, GA 30348
1-888-766-0008
www.equifax.com/personal/credit-report-services

Experian Fraud Alert

P.O. Box 2002
Allen, TX 75013
1-888-397-3742
www.experian.com/fraud/center.html

TransUnion Fraud Alert

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

Security Freezes: You have the right to place a security freeze on your credit report free of charge. A security freeze is intended to prohibit 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. To place a security freeze on your credit report, you must send a written request to each of the three major consumer reporting agencies by regular, certified, or overnight mail in order for the freeze to be effective. In order to request a security freeze, you will need to provide the following information: (1) full name (including middle initial and any suffixes); (2) Social Security number; (3) date of birth; (4) current address and previous addresses for the past five years; (5) proof of current address, such as a current utility bill, bank statement, or insurance statement; (6) a legible photocopy of a government issued identification card; (7) Social Security card, pay stub, or W2; and (8) any applicable incident report or complaint with a law enforcement agency. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You may obtain a security freeze from each of the three credit bureaus by written request, through the telephone, or by accessing their websites, using the contact information below:

Equifax Security Freeze

P.O. Box 105788
Atlanta, GA 30348
1-800-349-9960
www.equifax.com/personal/credit-report-services

Experian Security Freeze

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com/freeze/center.html

TransUnion Security Freeze

P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
www.transunion.com/credit-freeze

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 websites, 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 requests 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 websites, 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.

You may wish to review the tips provided by the Federal Trade Commission on how to avoid identity theft. For more information, please visit www.identitytheft.gov or call 1-877-ID-THEFT (877-438-4338). IdentityTheft.gov is the federal government's one-stop resource for identity theft victims. The site provides streamlined checklists and sample letters to guide you through the recovery process.

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and the Attorney General's office in your state. You can also obtain information from these sources about additional methods to prevent identity theft, and you can obtain information from the Federal Trade Commission and the consumer reporting agencies for more information regarding fraud alerts and security freezes. Contact information for the Federal Trade Commission is as follows:

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

State Attorney General's Office Contact Information. For Massachusetts residents, you may contact the Attorney General, 1 Ashburton Place, Boston, MA 02108, <https://www.mass.gov/orgs/office-of-attorney-general-maura-healey>, 1-617-727-8400.

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.

For More Information

For further information, please call 855-914-4650 between 9:00 a.m. and 9:00 p.m. EST. We apologize for any inconvenience this may cause you. We trust that the services we are offering to you demonstrate our continued commitment to keeping your information secure.

Sincerely,



Randolph Meiklejohn
Principal / Director of Operations



Activation Code: <<Activation Code>>

Complimentary Two-Year *myTrueIdentity* Credit Monitoring Service

As a safeguard, we have arranged for you to enroll, at no cost to you, in an online credit monitoring service (*myTrueIdentity*) for two years provided by TransUnion Interactive, a subsidiary of TransUnion®, one of the three nationwide credit reporting companies.

How to Enroll: You can sign up online or via U.S. mail delivery

- To enroll in this service, go to the *myTrueIdentity* website at www.MyTrueIdentity.com and, in the space referenced as "Enter Activation Code," enter the 12-letter Activation Code <<Insert Unique 12-letter Activation Code>> and follow the three steps to receive your credit monitoring service online within minutes.
- If you do not have access to the Internet and wish to enroll in a similar offline, paper-based credit monitoring service, via U.S. mail delivery, please call the TransUnion Fraud Response Services toll-free hotline at 1-855-288-5422. When prompted, enter the six-digit telephone passcode <<Insert static six-digit Telephone Pass Code>> and follow the steps to enroll in the offline credit monitoring service, add an initial fraud alert to your credit file, or to speak to a TransUnion representative if you believe you may be a victim of identity theft.

You can sign up for the online or offline credit monitoring service anytime between now and <<Enrollment Deadline>>. Due to privacy laws, we cannot register you directly. Please note that credit monitoring services might not be available for individuals who do not have a credit file with TransUnion or an address in the United States (or its territories) and a valid Social Security number. Enrolling in this service will not affect your credit score.

ADDITIONAL DETAILS REGARDING YOUR 24-MONTH COMPLIMENTARY CREDIT MONITORING SERVICE:

- Once you are enrolled, you will be able to obtain two years of unlimited access to your TransUnion credit report and credit score.
- The daily credit monitoring service will notify you if there are any critical changes to your credit file at TransUnion, including fraud alerts, new inquiries, new accounts, new public records, late payments, changes of address, and more.
- The service also includes access to an identity restoration program that provides assistance in the event that your identity is compromised and up to \$1,000,000 in identity theft insurance with no deductible. (Policy limitations and exclusions may apply.)

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Return Mail Processing Center
P.O. Box 6336
Portland, OR 97228-6336

<<Mail ID>>

To the Parents of

<<Name 1>>

<<Name 2>>

<<Address 1>>

<<Address 2>>

<<Address 3>>

<<Address 4>>

<<Address 5>>

<<City>><<State>><<Zip>>

<<Country>>

<<Date>>

NOTICE OF DATA SECURITY INCIDENT

To the Parents of <<Name 1>>:

Goody Clancy & Associates, Inc. takes the privacy and proper use of your child's information very seriously, which is why we are writing to tell you about an email data security incident that occurred from June 30, 2020, to August 17, 2020, that could have resulted in unauthorized access to or acquisition of your child's personal information.

When we learned about this email incident, we engaged third-party industry-leading experts to investigate the nature and scope of this data event, including any potentially impacted individuals, which, after location and updating of contact information, was completed on October 23, 2020.

What Information Was Involved

As a result of this email security incident, some of your child's personal information may have been accessed and acquired without authorization, which may have included your child's first and last name, <<Data Elements>>. Although we are unaware of any actual access to or acquisition of your child's personal information and have no evidence of any attempted or actual misuse of your child's information, we are providing you with notice of this event, our response, and steps you may take to protect against the possibility of identity theft and fraud.

What We Are Doing

To help relieve concerns following this incident, we have engaged Equifax to provide identity monitoring at no cost for your child for two (2) years. Equifax will scan its credit database for any instances of your child's Social Security number and look for an Equifax credit file and, if located, lock down the file.

Visit http://myservices.equifax.com/efx1_brminor to activate and take advantage of your child's identity monitoring offer.

You have until <<EnrollmentDate>> to activate your child's identity monitoring offer.

Equifax Child Identity Monitoring Activation Code: <<ACTIVATION CODE>>

Additional information describing this service is included with this letter. We encourage you to review the description and to enroll your child in this service.

Rest assured that we are committed to keeping the data we maintain as secure as possible. To further protect your information from unauthorized access, we have implemented additional technical security measures designed to prevent similar incidents from occurring in the future.

What Else Can I Do To Protect My Child's Information

We recommend that you remain vigilant, review your child's relevant account statements, and monitor your child's credit reports for suspicious activity. Some state laws advise you to report any suspected identity theft to law enforcement, your state's Attorney General, and the Federal Trade Commission. Under U.S. law, your child is entitled to one free credit report annually from each of the three major credit bureaus. To order your child's free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your child's credit report:

Equifax

P.O. Box 740241
Atlanta, Georgia 30374
1-800-685-1111
www.equifax.com

Experian

P.O. Box 9554
Allen, Texas 75013
1-888-397-3742
www.experian.com

TransUnion

P.O. Box 6790
Fullerton, CA 92834
1-800-916-8800
www.transunion.com

Fraud Alerts: At no charge, you can also have Experian place a "fraud alert" on your child's file that alerts creditors to take additional steps to verify your child's identity prior to granting credit in your child's name. This can be done by contacting Experian by phone and also via Experian's website. Note, however, that because the alert tells creditors to follow certain procedures to protect your child, it may also delay your child's efforts to obtain credit while the agency verifies your child's identity. Equifax and TransUnion do not offer fraud alert protection for minors' credit files but do offer security freeze services as detailed below.

If you wish to place a fraud alert, contact any one of the credit bureaus using the contact information below:

Equifax Fraud Alert

P.O. Box 105069
Atlanta, GA 30348
1-888-766-0008
www.equifax.com/personal/credit-report-services

Experian Fraud Alert

P.O. Box 2002
Allen, TX 75013
1-888-397-3742
www.experian.com/fraud/center.html

TransUnion Fraud Alert

P.O. Box 2000
Chester, PA 19016
1-800-680-7289
www.transunion.com/fraud-victim-resource/place-fraud-alert

Security Freezes: You have the right to place a security freeze on your child's credit report free of charge. A security freeze is intended to prohibit 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 child's credit report may delay, interfere with, or prevent the timely approval of any requests your child makes for new loans, credit, mortgages, employment, housing, or other services. To place a security freeze on your child's credit report, you must send a written request to each of the three major consumer reporting agencies by regular, certified, or overnight mail in order for the freeze to be effective. You will need to provide legible copies of documentation that verify your identity, your child's identity, and your relationship to the child. To prove your identity, you must provide copies of (1) your driver's license or other government-issued identification; (2) Social Security card; and (3) birth certificate. To prove you are the child's parent or authorized representative, you must provide copies of one (1) of the following: (1) child's birth certificate; (2) a court order; (3) a lawfully executed and valid power of attorney; or (4) a foster care certification. To validate the child's identity, copies of both of the following must be provided: (1) child's Social Security card; and (2) child's birth certificate. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You may obtain a security freeze from each of the three credit bureaus by written request, through the telephone, or by accessing their websites, using the contact information below:

Equifax Security Freeze

P.O. Box 105788
Atlanta, GA 30348
1-800-349-9960
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Experian Security Freeze

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1-888-397-3742
www.experian.com/freeze/center.html

TransUnion Security Freeze

P.O. Box 160
Woodlyn, PA 19094
1-888-909-8872
www.transunion.com/credit-freeze

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your child's 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 child's credit report, you must make a request to each of the credit reporting agencies by mail, through their websites, 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 requests 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 websites, 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.

You may wish to review the tips provided by the Federal Trade Commission on how to avoid identity theft. For more information, please visit www.identitytheft.gov or call 1-877-ID-THEFT (877-438-4338). IdentityTheft.gov is the federal government's one-stop resource for identity theft victims. The site provides streamlined checklists and sample letters to guide you through the recovery process.

If you believe your child is the victim of identity theft or have reason to believe your child's personal information has been misused, you should immediately contact the Federal Trade Commission and the Attorney General's office in your state. You can also obtain information from these sources about additional methods to prevent identity theft, and you can obtain information from the Federal Trade Commission and the consumer reporting agencies for more information regarding fraud alerts and security freezes. Contact information for the Federal Trade Commission is as follows:

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

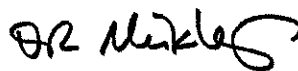
State Attorney General's Office Contact Information. For Massachusetts residents, you may contact the Attorney General, 1 Ashburton Place, Boston, MA 02108, <https://www.mass.gov/orgs/office-of-attorney-general-maura-healey>, 1-617-727-8400.

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

For More Information

For further information, please call 855-914-4650 between 9:00 a.m. and 9:00 p.m. EST. We apologize for any inconvenience this may cause you and your child. We trust that the services we are offering to you demonstrate our continued commitment to keeping your child's information secure.

Sincerely,



Randolph Meiklejohn
Principal / Director of Operations



Enter your Activation Code: <<ACTIVATION CODE>>

Product Information

Equifax Child Identity Monitoring will scan the Equifax credit database for any instances of the minor's Social Security number and look for a copy of the minor's Equifax credit file.

- If no SSN match is found and no Equifax credit file exists, Equifax will create an Equifax credit file in the minor's name and immediately "lock" the Equifax credit file. This will prevent access to the minor's Equifax credit file in the future. If Equifax receives a request for your minor's Equifax credit report, you will receive an email alert.
- If there is a match and an Equifax credit file exists, Equifax will immediately "lock" the file and alert you to activity against the file, such as an attempt to open a new line of credit.
- The minor's Equifax credit file will be locked for 24 months from date of activation. After that time, the minor's Equifax credit file will be deleted from our credit database if it contains no credit data.

Enrollment Instructions

To enroll in Equifax Child Identity Monitoring go to http://myservices.equifax.com/efx1_brminor and follow the instructions below:

- 1. Welcome Page:** Enter the Activation Code provided at the top of this page in the "Activation Code" box and click the "Submit" button.
- 2. Register:** Complete the form with **YOUR** contact information first (name, gender, home address, date of birth, Social Security number and telephone number) and click the "Continue" button.
- 3. Create Account:** Complete the form with your email address, create a Username and Password, and, after reviewing the Terms of Use, check the box to accept the Terms of Use and click the "Continue" button.
- 4. Verify ID:** The system will then ask you up to four security questions to verify your identity. Please answer the questions and click the "Submit Order" button.
- 5. Order Confirmation:** This page shows you your completed enrollment. Please click the "View My Product" button to access the product features.
- 6. Click the orange button "Enroll Child"** to enter your child's information (child's name, date of birth and Social Security number). Note: if you enter the child's SSN incorrectly, you will need to remove the minor by going to your Member Center and clicking on "My Account" to remove the minor from the account. You may then re-enroll the minor with the correct SSN.
- 7. Check the box confirming you are the child's parent or guardian.**
- 8. Click "Submit"** to enroll your child.