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November __, 2020

NOTICE OF DATA SECURITY INCIDENT

AMERICAN values each employee and your contributions to our organization. We understand the importance of maintaining the privacy of your information, which is why, out of an abundance of caution, we are writing to let you know about a data security incident that may have involved your personal information.

WHAT HAPPENED?

During the early morning hours on September 25, 2020, AMERICAN's computer systems were attacked by cybercriminals using ransomware. We became aware of the criminal intrusion on that day and acted immediately to contain the attack. Information on certain of our servers was encrypted during the attack.

WHAT INFORMATION WAS INVOLVED?

While the servers that were encrypted do not house our primary personnel databases, our investigation has revealed that there may have been some employee information stored on these servers. The employee data on those servers included some names, social security numbers and payroll information. We are not aware of any misuse of this information at this time.

WHAT WE ARE DOING

AMERICAN values your privacy and deeply regrets this incident occurred. We cooperated with the attackers to obtain confirmation from the bad actors that any data they might have obtained would not be used or distributed. We are continuing to thoroughly review the potentially affected systems and files, and we will notify you if there are any developments that have bearing on your information. At the time of the attack we were already in the process of testing a new malware detection system. AMERICAN has now adopted that malware detector company-wide to help prevent a recurrence of such an attack, and we will be investigating further security measures as we conclude the investigation. The new malware detector is, and any new security measures will be, designed to protect the privacy of AMERICAN's valued employees.

AMERICAN also is working closely with forensic investigators, legal counsel and law enforcement to ensure the incident is properly addressed.

WHAT YOU CAN DO

Please review the attachment, "Steps You Can Take to Further Protect Your Information." This attachment includes the information we previously provided regarding two years of credit monitoring/identity theft protection that AMERICAN is providing to all employees and retirees free of charge. If you have not already signed up for this service, we encourage you to do so at your earliest opportunity.

FOR MORE INFORMATION

For further information and assistance, please contact the AMERICAN-Equifax Help Line at 866-349-7076, from 8 a.m. to 8 p.m. CST Monday through Friday, or from 8 a.m. to 5 p.m. Saturday and Sunday. Or, visit www.myservices.equifax.com/patrol.

Sincerely,
EXAMPLE
Julie Shedd
Director of Human Resources

Steps You Can Take to Further Protect Your Information

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity

As a precautionary measure, we recommend you remain vigilant, particularly for identity theft and fraud, by reviewing your account statements and monitoring free credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. As always, you also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, including your local law enforcement, state attorney general, and the Federal Trade Commission (FTC).

To file a complaint with the FTC, go to IdentityTheft.gov, call 877-ID-THEFT (877-438-4338), or mail your complaint to the FTC at 600 Pennsylvania Avenue, NW, Washington, DC 20580, using OMB CONTROL#: 3084-0169. Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

Obtain and Monitor Your Credit Report

We recommend you obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months. These reports will be provided as part of the Equifax credit monitoring services we are offering. You may also access these reports by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can access the request form at <https://www.annualcreditreport.com/requestReport/requestForm.action>. Alternatively, you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided here:

Equifax
866-349-5191
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian
888-397-3742
www.experian.com
P.O. Box 4500
Allen, TX 75013

TransUnion
800-888-4213
www.transunion.com
2 Baldwin Place
P.O. Box 1000
Chester, PA 19016

Consider Placing a Fraud Alert on Your Credit Report

You might consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>. You can also obtain information from the FTC and consumer reporting agencies about fraud alerts.

Credit Report Monitoring/Identity Theft Protection Services

In addition, AMERICAN has arranged with Equifax to provide you with credit monitoring/identity theft protection services for two years, at no cost to you. The **Equifax ID Patrol** package provides you with the following benefits:

- Daily monitoring of all three credit bureaus;
- Automated alerts of key changes to information in your credit report;
- Internet scanning;
- Credit report control;

- Identity restoration; and
- Identity theft reimbursement insurance.

To take advantage of this offer, you must enroll before January 31, 2021, but we recommend you do so when you receive this information.

TO ENROLL

To sign up for this service, call AMERICAN's HR Help Desk at 205-325-1928 or 205-325-7996. The Help Desk will ask for your name, badge number and email address. HR will then email you instructions for enrolling. The email will include your assigned activation code. This code is unique to you. It cannot be transferred to someone else or used to create more than one account. Enrollment is open until January 31, 2021.

Follow the instructions in the email to enroll with Equifax. For questions or assistance regarding this portion of the registration process, contact the AMERICAN-Equifax Help Line at 866-349-7076 between 8 a.m. and 8 p.m. CST Monday through Friday, or between 8 a.m. and 5 p.m. CST on Saturday and Sunday.

Once your enrollment is confirmed, you will receive an email from Equifax with a summary of your order. You may then log in to your account using the username and password you created to select product offerings, make profile changes (username, password and email address) and access financial learning tools.

Take Advantage of Additional Free Resources on Identity Theft

We recommend you review the tips provided by the Federal Trade Commission's Consumer Information website, a valuable resource with some helpful tips on how to protect your information. Additional information is available at <https://www.consumer.ftc.gov/topics/privacy-identity-online-security>.

For more information, visit IdentityTheft.gov, call 877-ID-THEFT (877-438-4338), or mail the FTC at 600 Pennsylvania Avenue, NW, Washington, DC 20580, using OMB CONTROL#: 3084-0169. A copy of Identity Theft – A Recovery Plan, a comprehensive guide from the FTC to help you guard against and deal with identity theft, can be found on the FTC's website at https://www.consumer.ftc.gov/articles/pdf-0009_identitytheft_a_recovery_plan.pdf.

OTHER IMPORTANT INFORMATION

Security Freeze

In some US states, you have the right to put a security freeze on your credit file. A security freeze (also known as a credit freeze) makes it harder for someone to open a new account in your name. It is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to apply for a new credit card, wireless phone, or any service that requires a credit check. You must separately place a security freeze on your credit file with each credit reporting agency. To place a security freeze, you may be required to provide the credit reporting agency with information that identifies you, including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement, or insurance statement. There is no charge to request a security freeze or to remove a security freeze. You may obtain more information about security freezes from the FTC and consumer reporting agencies.