



Date

Name
Address
Address

NOTICE OF DATA BREACH

Dear Name

We are contacting you to let you know of a recent security incident on one of our servers. This notification explains what happened, how it may impact you and it sets out steps you can take in response. We apologize for any inconvenience this incident may have for you.

What happened?

On October 28th 2020, Gunnebo discovered that a data incident that occurred on August 18th 2020, involved your personal information.

What information was involved?

We discovered that a file containing your credit card information (in combination with a required security code, access code, or password) concerning our payment interaction was compromised.

What we are doing

As soon as we became aware of the incident, Gunnebo informed the relevant authorities and with the support of cyber security experts, took necessary precautions to address the situation and initiated an investigation.

What you can do

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and 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. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission.

To file a complaint with the FTC, go to www.ftc.gov/idtheft or call 1-877-ID-THEFT (877-438-4338). 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. Please also contact us if you are aware of any unauthorized activity so we can investigate.

You can contact the FTC to learn more about how to protect yourself from becoming a victim of identity theft and how to repair identity theft:

Federal Trade Commission
Consumer Response Center
600 Pennsylvania Avenue, NW
Washington, DC 20580

GUNNEBO

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You may place a fraud alert on your credit report, which may help prevent someone from opening accounts in your name or changing your existing accounts. You may contact any one of the major credit bureaus listed below to do so. When one credit bureau confirms your fraud alert, the others will be notified automatically of the alert. 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 below:

Equifax

P.O. Box 740256
Atlanta, GA 30374
888-548-7878
www.equifax.com

Experian

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

TransUnion

P.O. Box 2000
Chester, PA 19016
800-680-7289
www.transunion.com

You may order a copy of your credit report. You are entitled to receive a free credit report annually from each of the credit bureaus (listed above). Even if you do not find suspicious activity on your initial credit reports, the Federal Trade Commission recommends that you check your credit reports and credit card statements periodically. Remain vigilant in reviewing your account statements and monitoring free credit reports to protect yourself against fraud and identity theft.

Who do I contact for more information?

If you have any further questions or concerns about this incident, including your personal information held on the server, please contact me either through email or by telephone at donna.larason@gunnebo.com or 513-773-0033 or Chris Wheeler, Operations Manager at chris.wheeler@gunnebo.com or 925-759-7964.

We understand and regret the concern this may cause.

Thank you for your commitment and trust in Gunnebo despite these difficult circumstances.

Kind regards,

Donna Larason, PHR, SHRM-CP
HR Manager
Hamilton/HPG/Gunnebo



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ADDITIONAL INFORMATION

You have the right to obtain a police report and request a security freeze as described above. The consumer reporting agencies may require that you provide certain personal information (such as your name, Social Security number, date of birth, and address) and proper identifications (such as a copy of a government-issued ID card and a bill or statement) prior to honoring your request to place a security freeze on your account.

You may also consider taking the following steps:

Report Incidents. If you detect any unauthorized transactions in a 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 law enforcement, the FTC and your state Attorney General. If you believe your identity has been stolen, the FTC recommends that you take these steps:

- Close the accounts that you have confirmed or believe have been tampered with or opened fraudulently. For streamlined checklists and sample letters to help guide you through the recovery process, please visit <https://www.identitytheft.gov/>.
- 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.

Consider Placing 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 numbers provided above. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three consumer reporting agencies. For more information on fraud alerts, you may also contact the FTC, as described above.

Consider Placing a Security Freeze on Your Credit File. You may wish to place a "security freeze" (also known as a "credit freeze") on your credit file. A security freeze is designed to prevent potential creditors from accessing your credit file at the consumer reporting agencies without your consent. *Unlike a fraud alert, you must place a security freeze on your credit file at each consumer reporting agency, individually.* There is no charge to place or lift a security freeze. For more information on security freezes, you may contact the three nationwide consumer reporting agencies, or the FTC as described above. As the instructions for establishing a security freeze differ from state to state, please contact the three nationwide consumer reporting agencies to find out more information.

The consumer reporting agencies may require proper identification prior to honoring your request. For example, you may be asked to provide your full name, Social Security number, date of birth or addresses where you have previously lived.