

18232



[Date]

[Name of Consumer]

[Address Line 1]

[Address Line 2]

Dear [Full Name]:

We are writing to share with you important information regarding a data security incident that potentially involved your personally identifiable information (“PII”). We take this incident very seriously and are providing you with information, as well as access to resources, so that you can better protect your PII.

**What Happened:**

On or about October 20, 2020, Minerals Technologies Inc. (“MTI”) experienced a security breach, which resulted in the compromise of certain servers maintained by MTI. In response, among other things, MTI immediately retained an IT firm to conduct a thorough forensic investigation into the circumstances surrounding the incident. On October 22, 2020, based upon its preliminary investigation, MTI learned that this incident may have resulted in unauthorized access to the PII of certain MTI employees and their dependents. While we have no indication that any personal information has been misused, we are providing this notification to you out of an abundance of caution, so that you may diligently monitor your accounts and those of your dependents.

**What Information Was Involved:**

The PII that could have been accessed by the unauthorized individual may have included your or your dependents’ (if applicable):

- name;
- home address;
- mailing address;
- personal phone number;
- social security number;
- date of birth;
- personal email address;
- banking information (account type, routing number, account number);
- dependent information;
- benefit plan information, including insurance policy numbers and beneficiaries;
- salary history; and
- pay history.

**What MTI is Doing:**

The confidentiality of PII is one of MTI's top priorities. Immediately upon learning of the incident, we took steps to ensure that the unauthorized individual no longer had access to our system and took steps to investigate and contain the incident. We retained a third party IT firm to conduct a thorough forensic investigation and to assist in the remediation of our system, to include implementing additional security measures. As such, we have already strengthened our system, and will continue to do so throughout this response process and beyond.

**Credit Monitoring Services:**

While MTI is not aware of any identity fraud or improper use of any PII as a direct result of this incident, out of an abundance of caution, we have arranged to have TransUnion provide you and your adult dependents with two (2) years of complimentary credit monitoring and identity theft protection services. In addition, we have arranged to provide your minor dependents (*i.e.*, those dependents under 18 years of age) with access to Equifax's Equifax Child Identity Monitoring service.

To activate your and your dependents' membership in these services, please follow the steps outlined at the end of this letter.

**What You Can Do:**

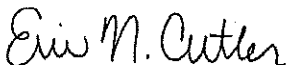
We recommend that you remain vigilant in regularly reviewing and monitoring all of your and your dependents' account statements and credit history to guard against any unauthorized transactions or activity. If you discover any suspicious or unusual activity on your accounts, please contact your financial institution. We have provided additional information below, which contains more information about steps you can take to protect yourself and your dependents against fraud and identity theft.

**For More Information:**

If you have any questions about this notice or the incident, please call (855) 914-4660 during our normal hours of operation from 9:00 am to 5:00 pm EST.

We value you and sincerely apologize for any inconvenience caused by this incident. Thank you for your understanding.

Sincerely,



Erin N. Cutler  
Vice President, Human Resources

## Credit Monitoring Services

### Activation Codes

<< Full Name >> <<Employee Code>>

<<Dep 1 >>

<<Dep 2 >>

<<Dep 3 >>

<<Dep 4 >>

### COMPLIMENTARY TRANSUNION SERVICE OFFER – FOR ADULTS

As a safeguard, MTI has arranged for you to enroll, at no cost to you, in an online, three-bureau credit monitoring service (*myTrueIdentity*) for two years provided by TransUnion Interactive, a subsidiary of TransUnion,<sup>®</sup> 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 above respective 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, three-bureau 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 **698736** 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 **February 28, 2021**. 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 three-bureau credit monitoring service will notify you if there are any critical changes to your credit files at TransUnion,<sup>®</sup> Experian,<sup>®</sup> and Equifax,<sup>®</sup> 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).

## COMPLIMENTARY EQUIFAX SERVICE OFFER – FOR MINORS (UNDER 18 YEARS OLD)

### 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](http://myservices.equifax.com/efx1_brminor) and follow the instructions below:

- 1. Welcome Page:** Enter the Activation Code provided above 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 User Name and Password, 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.

### Additional Information

To protect against possible fraud, identity theft or financial loss, we encourage you to remain vigilant, review your account statements, and monitor your credit reports. Provided below are the names and contact information for the three major U.S. credit reporting agencies and additional information about steps you can take to obtain a free credit report and to place a fraud alert, credit freeze, or credit lock on your and your dependents' credit report. If you believe you or any of your dependents are a victim of fraud or identity theft you should consider contacting your local law enforcement agency, your State's attorney general, or the Federal Trade Commission.

#### INFORMATION ON OBTAINING A FREE CREDIT REPORT

U.S. residents are entitled under U.S. law to one free credit report annually from each of the three major credit reporting agencies. To order a free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll-free (877) 322-8228.

#### INFORMATION ON IMPLEMENTING A FRAUD ALERT, CREDIT FREEZE, OR CREDIT LOCK

To place a fraud alert, credit freeze, or credit lock on your credit report, you must contact the three credit reporting agencies below:

Equifax:  
Consumer Fraud Div.  
P.O. Box 740256  
Atlanta, GA 30374  
1-888-766-0008  
[www.equifax.com](http://www.equifax.com)

Experian:  
Credit Fraud Center  
P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion:  
TransUnion LLC  
P.O. Box 2000  
Chester, PA 19022-2000  
1-800-680-7289  
[www.transunion.com](http://www.transunion.com)

**Fraud Alert:** Consider contacting the three major credit reporting agencies at the addresses below to place a fraud alert on your credit report. A fraud alert indicates to anyone requesting your credit file that you suspect you are a possible victim of fraud. A fraud alert does not affect your ability to get a loan or credit. Instead, it alerts a business that your personal information might have been compromised and requires that business to verify your identity before issuing you credit. Although this may cause some short delay if you are the one applying for the credit, it might protect against someone else obtaining credit in your name.

To place a fraud alert, contact any of the three major credit reporting agencies listed above and request that a fraud alert be put on your file. The agency that you contacted must notify the other two agencies. A fraud alert is free and lasts 90 days, but can be renewed.

**Credit Freeze:** A credit freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report until the freeze is lifted. There is no cost to place a credit freeze. When a credit freeze is in place, no one—including you—can open a new account. As a result, 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 credit freeze, contact all three credit reporting agencies listed above and provide the personal information required by each agency to place a freeze, which may include:

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 or telephone bill;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. If you are a victim of identity theft, a copy of either a police report, investigative report, or complaint to a law enforcement agency concerning identity theft; and
8. If you are not a victim of identity theft, payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail.

When you place a credit freeze, you will be provided a PIN to lift temporarily or remove the credit freeze. A credit freeze generally lasts until you lift or remove it, although in some jurisdictions it will expire after seven years.

**Credit Lock:** Like a credit freeze, a credit lock restricts access to your credit report and prevents anyone from opening an account until unlocked. Unlike credit freezes, your credit can typically be unlocked online without delay. To lock your credit, contact all three credit reporting agencies listed above and complete a credit lock agreement. The cost of a credit lock varies by agency, which typically charges monthly fees.

#### ADDITIONAL RESOURCES

You may also contact the U.S. Federal Trade Commission ("FTC") for further information on fraud alerts, credit freezes, credit locks, and how to protect yourself from identity theft. The FTC can be contacted at 400 7th St. SW, Washington, DC 20024; telephone 1-877-382-4357; or [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft).

Your state Attorney General may also have advice on preventing identity theft and you should report instances of known or suspected identity theft to law enforcement, your State Attorney General, or the FTC.

**Maryland Residents:** The Attorney General can be contacted at Office of Attorney General, 200 St. Paul Place, Baltimore, MD 21202; (888) 743-0023; or <http://www.oag.state.md.us>.

**North Carolina Residents:** The Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001; (919) 716-6400; or <http://www.ncdoj.gov>.

**Iowa Residents:** The Attorney General can be contacted at 1305 E. Walnut St. Des Moines, IA 50319; (515) 281-5164; or <https://www.iowaattorneygeneral.gov/>.

**Oregon Residents:** The Attorney General can be contacted at 1162 Court St. NE Salem, OR 97301-4096; (877) 877-9392; or <https://www.doj.state.or.us/>.

**Rhode Island Residents:** The Attorney General can be contacted at 4 Howard Avenue Cranston, RI 02920; (401) 274-4400; or <http://www.riag.ri.gov/index.php>. You may also file or obtain any police report filed in regard to this incident.

**District of Columbia Residents:** The Attorney General can be contacted at Office of Attorney General, 400 6th Street, NW, Washington, DC 20001; (202) 727-3400; or <https://oag.dc.gov/>.