

18335

ENG#: DB24150

Apex Systems, LLC

Return Mail Processing
PO Box 589
Claysburg, PA 16625-0589

G0400-L02-0000002 T00017 P003 *****ALL FOR AADC 123
SAMPLE A SAMPLE - L02 TERMINATED EMPLOYEES MA
APT ABC
123 ANY ST
ANYTOWN, US 12345-6789



December 9, 2020

Notice of Data Breach

Dear Sample A Sample,

On behalf of Apex Systems, I am writing to inform you about a recent incident involving your personal information. We regret that this incident occurred and take the privacy and security of your personal information extremely seriously.

The information impacted includes your name, Social Security number, and, if you had direct deposit set up, the account number for the bank account you used for that purpose. The information did not include any credentials that would allow access to the bank account, which we would not maintain.

We encourage you to remain vigilant by reviewing your financial account statements regularly and monitoring your credit reports for suspicious activity. You are entitled under U.S. law to one free credit report annually from each of the three nationwide consumer reporting agencies. To order your free credit report, visit www.annualcreditreport.com or call toll-free at 1-877-322-8228. The U.S. Federal Trade Commission provides further guidance on steps you can take to protect your personal information, which you can access online at <https://www.identitytheft.gov>. Additional information on steps that you can take to protect your identity is attached to this letter. We encourage you to review these steps and to take appropriate action to prevent any misuse of your information.

As a precaution, we have also arranged for you, at your option, to enroll in a complimentary 24 months of credit monitoring service provided by Experian, which also includes identity theft insurance coverage and managed identity restoration services. Please see below for additional details.

To help protect your identity, we are offering a complimentary two-year membership of Experian's[®] IdentityWorksSM. This product provides you with superior identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you enroll by: **February 28, 2021** (Your code will not work after this date.)
- Visit the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
- Provide your **activation code: ABCDEFGHI**

0000002



G0400-L02

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at (888) 829-6549 by **February 28, 2021**. Be prepared to provide engagement number **DB24150** as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 24-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP:

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration agents are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

We regret that this incident has occurred. Should you have any questions about this matter, please do not to hesitate to contact Experian at (888) 829-6549.

Other Important Information

As we indicated, we recommend that you regularly review statements from your accounts and periodically obtain your credit report from one or more of the national credit reporting companies. You may obtain a free copy of your credit report online at www.annualcreditreport.com, by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at www.annualcreditreport.com) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281. You may also purchase a copy of your credit report by contacting one or more of the three national credit reporting agencies listed below.

Equifax: P.O. Box 740241, Atlanta, Georgia 30374-0241, 1-800-685-1111, www.equifax.com
Experian: P.O. Box 9532, Allen, TX 75013, 1-888-397-3742, www.experian.com
TransUnion: P.O. Box 1000, Chester, PA 19022, 1-800-888-4213, www.transunion.com

When you receive your credit reports, review them carefully. Look for accounts or creditor inquiries that you did not initiate or do not recognize. Look for information, such as home address and Social Security number, that is not accurate. If you see anything you do not understand, call the credit reporting agency at the telephone number on the report.

We recommend you remain vigilant with respect to reviewing your account statements and credit reports, and promptly report any suspicious activity or suspected identity theft to us and to the proper law enforcement authorities, including local law enforcement, your state's attorney general and/or the Federal Trade Commission ("FTC"). You may contact the FTC or your state's regulatory authority to obtain additional information about avoiding identity theft.

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

For residents of Massachusetts: You also have the right to obtain a police report.

Fraud Alerts: There are also two types of fraud alerts that you can place on your credit report to put your creditors on notice that you may be a victim of fraud: an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least 90 days. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by calling the toll-free fraud number of any of the three national credit reporting agencies listed below.

Equifax: 1-888-766-0008, www.equifax.com/personal/credit-report-services/credit-fraud-alerts/
Experian: 1-888-397-3742, www.experian.com/fraud/center.html
TransUnion: 1-800-680-7289, www.fraud.transunion.com

Credit Freezes (for Massachusetts Residents): Massachusetts law gives you the right to place a security freeze on your consumer reports without charge. A security freeze is designed to prevent credit, loans and services from being approved in your name without your consent. Using a security freeze, however, may delay your ability to obtain credit. You may request that a freeze be placed on your credit report by sending a request to a credit reporting agency by certified mail, overnight mail or regular stamped mail to the address below:

Equifax: P.O. Box 105788, Atlanta, GA 30348,
www.equifax.com/personal/credit-report-services/credit-freeze/
Experian: P.O. Box 9554, Allen, TX 75013, www.experian.com/freeze/center.html
TransUnion LLC: P.O. Box 2000, Chester, PA, 19022-2000, www.transunion.com/credit-freeze

Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company. The following information should be included when requesting a security freeze (documentation for you and your spouse must be submitted when freezing a spouse's credit report): full name, with middle initial and any suffixes; Social Security number; date of birth (month, day and year); current address and previous addresses for the past five (5) years; and incident report or complaint with a law enforcement agency or the Department of Motor Vehicles. The request should also include a copy of a government-issued identification card, such as a driver's license, state or military ID card, and a copy of a utility bill, bank or insurance statement. Each copy should be legible, display your name and current mailing address, and the date of issue (statement dates must be recent).

