

19799

From: mdecocco@quanta-technology.com

Sent: March 3, 2021

To: [Employee Email Address]

Re: Notice of Data Security Incident

Dear [First_Name] [Last_Name],

I am writing to notify you of an incident that involves your personal information and some additional resources for protecting your identity. Your personal information that was compromised includes your name, social security number, and annual salary.

We take this incident very seriously. On the date of the incident, Quanta Technology was made aware of the unauthorized disclosure of your personal information and took appropriate measures to address the situation with the recipients of this information. We are not aware of any misuse of any of your personal information, nor do we expect any such misuse. In addition, we are taking measures to further strengthen our protection of personal information and to further promote employee awareness of appropriate data-handling procedures.

Although we do not expect any misuse of any of your personal information that was involved in this incident, we encourage you to take steps to help protect yourself, including by taking advantage of our offer of eighteen (18) months of LifeLock Advantage credit monitoring and identity protection services. If you are not already enrolled in LifeLock Advantage identity protection services, Quanta Technology will enroll you for Employee Only Essential level coverage free of charge. If you have already obtained this service separately, we will reimburse you accordingly. For additional helpful resources, we encourage you to read the document titled Information About Identity Theft Protection that is attached to this email, including the section on Additional Information Required By Massachusetts Law.

If you have any questions, please email me at mdecocco@quanta-technology.com or call me at (919) 334-3009.

We truly regret any inconvenience this incident may cause you. We are committed to protecting your personal information, and we will continue to look for ways to improve our efforts.

Sincerely,

Mike DeCocco SHRM-SCP
VICE PRESIDENT, HUMAN RESOURCES

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Information About Identity Theft Protection

File Your Tax Return. The earlier you file your tax return each year, the less time a fraudster has to file a fraudulent tax return. This action is particularly important if you expect to receive a refund.

If you work with an accountant or tax preparer on your taxes, you may want to let him or her know about this incident.

Review the Advice from the IRS. Review the IRS publications available at www.irs.gov/pub/irs-pdf/p5027.pdf (Publication 5027), <https://www.irs.gov/pub/irs-pdf/p4524esp.pdf> (Publication 4524), and www.irs.gov/identity-theft-fraud-scams/data-breach-information-for-taxpayers, which include helpful information for preventing and resolving identity theft issues. If instructed, go to the IRS Identity Verification Service at www.irs.gov/identity-theft-fraud-scams/idverify.

Order Your Free Annual Credit Report. We recommend that you 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.

Purchase Your Credit Reports. Purchase a copy of your credit report by contacting the national credit reporting agencies listed below.

Equifax: P.O. Box 740241, Atlanta, Georgia 30374, 1-866-349-5191, 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 19016, 1-800-888-4213, www.transunion.com

Review Your Credit Reports. When you receive your credit reports, review them carefully. Look for accounts or creditor inquiries that you do not recognize. Look for inaccurate information, such as home address or Social Security Number. If you see anything you do not understand or that looks incorrect, call the credit reporting agency at the telephone number on the report.

Report Suspicious Activity in Account Statements and Credit Reports. 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 the financial institution and 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 information about avoiding identity theft. Contact the FTC at Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft.

Notify the IRS If You Are the Victim of Identity Theft. Complete and submit IRS Form 14039, available at www.irs.gov/pub/irs-pdf/f14039.pdf, if someone used your information to file a tax return or you are otherwise the victim of identity theft.

Fraud Alerts: You can place two types of fraud alerts on your credit report to notify creditors: an initial alert and an extended alert. You may place an initial fraud alert on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert lasts for at least 90 days. You may place an extended alert on your credit report if you have been a victim of identity theft with the appropriate documentary proof. An extended fraud alert lasts 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: 1-866-349-5191, www.equifax.com

Experian: 1-888-397-3742, www.experian.com

TransUnion: 1-888-909-8872, fraud.transunion.com

Additional Information Required By Massachusetts Law

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.

Massachusetts law also allows consumers to place a security freeze on their credit reports. A security freeze prohibits 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.

If you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5.00 each to place, temporarily lift, or permanently remove a security freeze.

To place a security freeze on your credit report, you must send a written request to **each** of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com) by regular, certified, or overnight mail at the addresses below:

Equifax Security Freeze
P.O. Box 105788
Atlanta, GA 30348

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013

Trans Union Security Freeze
Fraud Victim Assistance
Department
P.O. Box 2000
Chester, PA 19022-2000

In order to request a security freeze, you will need to provide the following information:

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, provide 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, include a copy of either the 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, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail.

The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. 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.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (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 or the specific period of time you want the credit report available. The credit reporting agencies have three (3) business days 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 send a written request to each of the three credit bureaus by mail and include 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 three (3) business days after receiving your request to remove the security freeze.