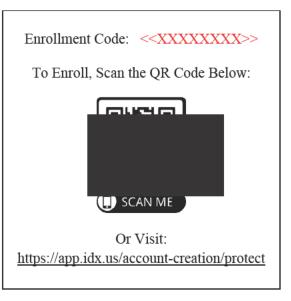


62 Walnut Street Wellesley, MA 02481

<<First Name>> <<Last Name>> <<Address1>> <<Address2>> <<City>>, <<State>> <<Zip>> 2024-040



January 9, 2024

# <<NOTICE OF DATA BREACH>>

Dear <<First Name>> <<MI>> <<Last Name>> <<Suffix>>:

Capital Formation Group, Inc. ("CFG") writes to notify you of a recent incident that may have involved the privacy of certain information provided to us. We take the privacy of information in our care seriously. This letter provides information about our response and resources available to you to help protect your information, should you determine it is appropriate to do so. Due to the requirements of Massachusetts law, we are unable to provide additional detail regarding the event in this letter. If you have any questions, you may contact the number noted below.

In response to this incident, we moved quickly to investigate and respond, assess the security of our email systems, and notify potentially affected individuals. While CFG has previously implemented protective measures to prevent such incidents, the unauthorized person was able to bypass these measures.

As an additional precaution, we are providing you access to 24 months of credit monitoring and identity protection services at no cost to you through IDX, A ZeroFox Company. Instructions about how to enroll in these services and additional resources available to you are included below.

This letter is written in an attempt to fulfill regulatory obligations. We understand you may have questions about this incident. If you do, I encourage you to contact me in order to discuss this in further detail. You can reach me at 978-318-0544 or 781-237-0123, or write to us at 62 Walnut Street, Wellesley, Massachusetts, 02481. Should you have questions regarding the monitoring services being made available to you, please contact our dedicated call center at 1-800-939-4170. IDX representatives are available Monday through Friday from 9 am - 9 pm Eastern Time.

We sincerely regret any concern this incident may cause you. The privacy of information is important to us, and we will continue to take steps to protect information in our care.

Sincerely,

John Williams Chief Executive Officer Capital Formation Group

## STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

**1. Website and Enrollment.** Scan the QR image or go to <u>https://app.idx.us/account-creation/protect</u> and follow the instructions for enrollment using your Enrollment Code provided at the top of the letter. Please note the deadline to enroll is April 9, 2024.

**2.** Activate the credit monitoring provided as part of your IDX identity protection membership. The monitoring included in the membership must be activated to be effective. Note: You must have established credit and access to a computer and the internet to use this service. If you need assistance, IDX will be able to assist you.

**3. Telephone.** Contact IDX at 1-800-939-4170 to speak with knowledgeable representatives about the appropriate steps to take to protect your credit identity.

**4. Review your credit reports.** We recommend that you remain vigilant by reviewing account statements and monitoring credit reports. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three major credit reporting companies. To obtain a free annual credit report, go to <u>www.annualcreditreport.com</u> or call 1-877-322-8228. You may wish to stagger your requests so that you receive a free report by one of the three credit bureaus every four months.

If you discover any suspicious items and have enrolled in IDX identity protection, notify them immediately by calling or by logging into the IDX website and filing a request for help.

If you file a request for help or report suspicious activity, you will be contacted by a member of our ID Care team who will help you determine the cause of the suspicious items. In the unlikely event that you fall victim to identity theft as a consequence of this incident, you will be assigned an ID Care Specialist who will work on your behalf to identify, stop and reverse the damage quickly.

You should also know that you have the right to file a police report if you ever experience identity fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that you have been a victim. A police report is often required to dispute fraudulent items. You can report suspected incidents of identity theft to local law enforcement or to the Attorney General.

### **Monitor Your Accounts**

We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your credit reports/account statements for suspicious activity and to detect errors. Under U.S. law, you are entitled to one free credit report annually from each of the three major credit reporting bureaus, TransUnion, Experian, and Equifax. To order your free credit report, visit <u>www.annualcreditreport.com</u> or call 1-877-322-8228. Once you receive your credit report, review it for discrepancies and identify any accounts you did not open or inquiries from creditors that you did not authorize. If you have questions or notice incorrect information, contact the credit reporting bureau.

You have the right to place an initial or extended "fraud alert" on a credit file at no cost. An initial fraud alert is a oneyear alert that is placed on a consumer's credit file. Upon seeing a fraud alert, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any of the three credit reporting bureaus listed below.

As an alternative to a fraud alert, you have the right to place a "credit freeze" on a credit report, which will prohibit a credit bureau from releasing information in the credit report without your express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report. To request a credit freeze, you will need to provide the following information:

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- 1. Full name (including middle initial as well as Jr., Sr., III, etc.);
- 2. Social Security number;
- 3. Date of birth;
- 4. Address for the prior two to five years;
- 5. Proof of current address, such as a current utility or telephone bill;
- 6. A legible photocopy of a government-issued identification card (e.g., state driver's license or identification card); and
- 7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft, if you are a victim of identity theft.

Should you wish to place a fraud alert or credit freeze, please contact the three major credit reporting bureaus listed below:

TransUnion	Experian	Equifax
1-800-680-7289	1-888-397-3742	1-888-298-0045
www.transunion.com	www.experian.com	www.equifax.com
TransUnion Fraud Alert	Experian Fraud Alert	Equifax Fraud Alert
P.O. Box 2000	P.O. Box 9554 Allen, TX 75013	P.O. Box 105069 Atlanta, GA
Chester, PA 19016-2000		30348-5069
	Experian Credit Freeze	
TransUnion Credit Freeze	P.O. Box 9554 Allen, TX 75013	Equifax Credit Freeze
P.O. Box 160 Woodlyn, PA 19094		P.O. Box 105788 Atlanta, GA
		30348-5788

### **Additional Information**

You can further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the credit reporting bureaus, the Federal Trade Commission (FTC), or your state Attorney General. The FTC also encourages those who discover that their information has been misused to file a complaint with them. The FTC may be reached at 600 Pennsylvania Ave. NW, Washington, D.C. 20580; www.identitytheft.gov; 1- 877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261.

You have the right to file/obtain a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement, your state Attorney General, and the FTC. This notice has not been delayed by law enforcement.