

EXHIBIT A

John R. Wood, Inc.
c/o Cyberscout
1 Keystone Ave, Unit 700
Cherry Hill, NJ 08003
DB08849 6-1



May 8, 2024

Dear

John R. Wood, Inc. ("JRW") is writing to notify you of a recent event that may affect the privacy of some of your information. This letter provides you with information about the resources that are available to you to help protect your information.

Please know that we take the security of information in our care seriously. We conducted an investigation into this event to determine what happened and what information may have been affected. Through this investigation, we determined that the systems involved in this incident may have contained your name and Social Security number, financial account information, drivers license number, and payment card information.

We take the confidentiality, privacy, and security of information very seriously. Our review of this matter determine that certain files and folders may have been copied without authorization from our computer network. Because of this, we are notifying you so that you may take steps to protect your information, should you feel it is appropriate to do so. Below we are providing you with access to **Single Bureau Credit Monitoring/Single Bureau Credit Report/Single Bureau Credit Score** services at no charge. These services provide you with alerts for twenty-four (24) months from the date of enrollment when changes occur to your credit file. This notification is sent to you the same day that the change or update takes place with the bureau. Finally, we are providing you with proactive fraud assistance to help with any questions that you might have or in event that you become a victim of fraud. These services will be provided by Cyberscout through Identity Force, a TransUnion company, specializing in fraud assistance and remediation services. Additionally, should you wish to place a free fraud alert or security freeze on your credit file, resources and instructions are detailed in the *Monitor Your Accounts* section.

Enroll in Monitoring Services

To enroll in Credit Monitoring services at no charge, please log on to **<https://secure.identityforce.com/benefit/jrw>** and follow the instructions provided. When prompted please provide the following unique code to receive services:

In order for you to receive the monitoring services described above, you must enroll within 90 days from the date of this letter. The enrollment requires an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

Monitor Your Accounts

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order a free credit report, visit

www.annualcreditreport.com or call, toll-free, 1-877-322-8228. Consumers may also directly contact the three major credit reporting bureaus listed below to request a free copy of their credit report.

Consumers have the right to place an initial or extended “fraud alert” on a credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If consumers are the victim of identity theft, they are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should consumers wish to place a fraud alert, please contact any of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers 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 the consumer’s express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in a consumer’s name without consent. However, consumers should be aware that using a credit freeze to take control over who gets access to the personal and financial information in their credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application they make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, consumers cannot be charged to place or lift a credit freeze on their credit report. To request a credit freeze, individuals may need to provide some or all of the following information:

1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. Addresses for the prior two to 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, etc.); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if they are a victim of identity theft.

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

| Equifax | Experian | TransUnion |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| https://www.equifax.com/personal/credit-report-services/ | https://www.experian.com/help/ | https://www.transunion.com/credit-help |
| 1-888-298-0045 | 1-888-397-3742 | 1-800-916-8800 |
| Equifax Fraud Alert P.O. Box 105069 Atlanta, GA 30348-5069 | Experian Fraud Alert P.O. Box 9554 Allen, TX 75013 | TransUnion Fraud Alert P.O. Box 2000 Chester, PA 19016 |
| Equifax Credit Freeze P.O. Box 105788 Atlanta, GA 30348-5788 | Experian Credit Freeze P.O. Box 9554 Allen, TX 75013 | TransUnion Credit Freeze P.O. Box 160 Woodlyn, PA 19094 |

Additional Information

Consumers may further educate themselves regarding identity theft, fraud alerts, credit freezes, and the steps they can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or their state Attorney General. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, D.C. 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. Consumers can obtain further information on how to file such a complaint by way of the contact information listed above. Consumers have the right to file a police report if they ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, consumers will likely need to provide some proof that they have been a victim. Instances of known or suspected identity theft should also be

reported to law enforcement and the relevant state Attorney General. This notice has not been delayed by law enforcement.

Under Massachusetts law, you have the right to obtain any police report filed in regard to this matter. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

For More Information

Please note that Massachusetts law does not allow us to include certain information in this notification. However, if you have questions about this matter, please contact our toll-free dedicated assistance line at 1-800-405-6108, Monday – Friday 8:00 am – 8:00 pm EST (excluding major U.S. holidays. Please be prepared to provide your unique code listed above. You may also write us at 9130 Corsea Del Fontana Way, Naples, Florida 34109.

Sincerely,

John R. Wood, Inc.