



Return Mail Processing
 321 W. 44TH STREET, SUITE 101
 NEW YORK NY 10036

21624

June 4, 2021

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SAMPLE A. SAMPLE - L02 MA
 APT ABC
 123 ANY ST
 ANYTOWN, ST 12345-6789



Re: Notice of Incident

Dear Sample A. Sample:

We are writing to inform you of a data security incident potentially affecting AKA employee data.

On March 25, 2021, we discovered a data security incident. We immediately took all systems offline, retained third-party cybersecurity experts to aid in our investigation, contacted law enforcement, and worked to safely restore systems in a manner that protected the security of information on our systems. Following a thorough investigation, with assistance from third-party cybersecurity experts, on April 28, 2021, we determined the scope of information that may have been involved in this incident.

We do not know if sensitive personal information held on our affected systems was accessed, which is why out of an abundance of caution we are informing you of this matter.

The information contained in the compromised systems may include: name, personal email address, company email address, employee ID number, passport information, driver's license number, bank account information, Social Security number, date of birth, mailing address, work location, compensation and benefit information, emergency contact information, and dates of employment.

As a precautionary measure, we are offering you free credit monitoring and resolution of identity theft services through Experian's[®] IdentityWorksSM for a period of two years. This product provides you with daily monitoring of your credit report from Experian, internet surveillance, and identity restoration assistance. To activate your membership and start enrollment in the complimentary monitoring service, please follow the steps below:

- Ensure that you **enroll by: 31st August 2021** (Your code will not work after this date.)
- Visit the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/3bcredit>
- Provide your **activation code: ABCDEFGHI**



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 877-890-9332 by August 31, 2021. Please be prepared to provide engagement number B013454 as proof of eligibility for the identity restoration services by Experian.

In addition to signing up for the complimentary monitoring service, to protect yourself from possible identity theft, consider placing a fraud alert on your credit file. A fraud alert helps protect you against the possibility of an identity thief opening new credit accounts in your name. When a merchant checks the credit history of someone applying for credit, the merchant gets a notice that the applicant may be the victim of identity theft. The alert notifies the merchant to take steps to verify the identity of the applicant. You can place a fraud alert on your credit report by calling any of the toll-free numbers of the credit reporting agencies provided below. You will reach an automated telephone system that allows you to flag your file with a fraud alert at all three credit bureaus.

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 a right to file a police report and obtain a copy of it.

You have the right to place a security freeze on your credit report, which will prohibit a credit reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should 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 fraud alert or security freeze on your credit file, contact each credit reporting agency directly:

Equifax °	Experian °	TransUnion °
PO Box 740241	PO Box 9554	PO Box 1000
Atlanta, GA 30374-0241	Allen, TX 75013	Chester, PA 19016
1-800-685-1111	1-888-397-3742	1-800-680-7289
www.equifax.com	www.experian.com	www.transunion.com

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

- Full name (including middle initial as well as Jr., Sr., III, etc.);
- Social Security number;
- Date of birth;
- Addresses for the previous five years;
- Proof of current address;
- A legible copy of a government issued identification card;
- A copy of any relevant police report, investigation report, or complaint to a law enforcement agency concerning identity theft; and
- If you are not a victim of identity theft, include payment by check, money order, or credit card. Do not send cash through the mail.

When you place any type of fraud alert on your credit file, the credit reporting agencies will send you a free copy of your credit report. Look for accounts that are not yours, debts you do not owe, or any other inaccuracies (e.g., wrong social security number or home address). If you find an error, contact the credit reporting agency directly. By law, that credit reporting agency must investigate and respond. If you detect any incident of identity theft or fraud, promptly report the incident to your local law enforcement authority, the Office of the Massachusetts Attorney General, and the Federal Trade Commission ("FTC").

The FTC also recommends regularly reviewing statements from your accounts and periodically obtaining your credit report from one or more national credit reporting agencies. You may obtain a free copy of your credit report online at www.annualcreditreport.com or by calling toll-free 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204.) The FTC provides an identity theft hotline: 1-877-438-4338; TTY: 1-866-653-4261. The FTC also provides information online at www.ftc.gov/idtheft. For Mail: Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

For any accounts you maintain, security experts recommend implementing multi-factor authentication, where offered.

ADDITIONAL DETAILS REGARDING THE EXPERIAN IDENTITYWORKS PRODUCT

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, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists 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.

If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at 877-890-9332. If, after discussing your situation with an agent, it is determined that Identity Restoration support is needed, then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that this Identity Restoration support is available to you for one year from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration. You will also find self-help tips and information about identity protection at this site.

We deeply regret that this incident happened and any concern that this situation has caused. This notification was not delayed due to a law enforcement investigation. We take this situation seriously and have taken and continue to take steps designed to prevent this type of incident from happening in the future.



Sincerely,

Elizabeth Furze
CEO: North America

* Offline members will be eligible to call for additional reports quarterly after enrolling.

** The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.