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<<Date>> (Format: Month Day, Year)

<<first_name>> <<middle_name>> <<last_name>> <<suffix>>
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<<city>>, <<state_province>> <<postal_code>>
<<country>>

Notice of Data Breach

Dear <<first_name>> <<middle_name>> <<last_name>> <<suffix>>:

Bayonet Plumbing, Heating & Air-Conditioning, LLC ("Bayonet") takes the security and privacy of our employees' information seriously. We are writing to inform you of a recent security incident that involved your information. This notice explains the incident, measures we have taken, and some steps you may consider taking in response.

What Happened? On August 10, 2021, Bayonet learned that its computer system was compromised by ransomware. Upon learning of the incident, Bayonet began an investigation to understand the scope of the incident and took steps to remove the ransomware.

What Information Was Involved? While there is no evidence that the attackers accessed any sensitive information, it is possible that they accessed Social Security numbers, driver's license numbers and healthcare information related to workers' compensation claims.

What We Are Doing. To help protect your identity, we are offering a complimentary 24-month membership of Experian's® IdentityWorksSM. This product provides you with identity detection and resolution of identity theft services. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by:** <<b2b_text_1(Activation Deadline)>> (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianworks.com/3bcredit>
- Provide your **activation code:** <<Activation Code s_n>>

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 **1 (877) 288-8057** by <<b2b_text_1(Activation Deadline)>>. Be prepared to provide engagement number <<b2b_text_2(Engagement Number)>> 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, 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 **1 (877) 288-8057**. 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 24 months from the date of this letter provided that you enroll prior to <<b2b_text_1(Activation Deadline)>>. 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.

What You Can Do. We encourage you to activate the identity monitoring services available to you by following the steps above.

For More Information. We have established a dedicated toll-free hotline to help answer questions you may have about the incident. Please call 1-???-???-????, Monday through Friday from 9:00 a.m. to 6:30 p.m. Eastern Time.

We deeply regret that this incident occurred and sincerely apologize for any concern or inconvenience this incident may cause.

Sincerely,

Mary Newman

Mary Newman
Corporate Secretary
Bayonet Plumbing, Heating & Air-Conditioning, LLC

STEPS YOU CAN TAKE TO PROTECT YOUR INFORMATION

You can take the following additional steps to protect your information:

Contact Information for the three Nationwide Credit Reporting Agencies.

Equifax

PO Box 740241
Atlanta, GA 30374
www.equifax.com
1-800-685-1111

Experian

PO Box 2104
Allen, TX 75013
www.experian.com
1-888-397-3742

TransUnion

PO Box 2000
Chester, PA 19016
www.transunion.com
1-800-888-4213

Free Credit Report. It is recommended that you remain vigilant over the next twelve to twenty-four months by reviewing account statements and monitoring your credit report for unauthorized activity, especially activity that may indicate fraud and identity theft.

It is recommended that you periodically obtain and review a copy of your credit report from each of the three nationwide credit reporting agencies, and have any information relating to fraudulent transactions deleted. You may obtain a copy of your credit report, free of charge, once every twelve months from each of the three nationwide credit reporting agencies. To order your annual free credit report please visit www.annualcreditreport.com or call toll free at 1-877-322-8228.

You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available from the U.S. Federal Trade Commission's ("FTC") website at www.consumer.ftc.gov) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

Your Rights Under the Fair Credit Reporting Act. You have several rights related to the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. To learn more about your rights under the Fair Credit Reporting Act, please visit www.consumerfinance.gov/learnmore/ or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

Fraud Alerts. There are two types of fraud alerts 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 one year. You may have an extended alert placed on your credit report if you have already been a victim of identity theft and you have 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 contacting any of the three national credit reporting agencies.

Security Freeze. You have the ability to place a security freeze, also known as a credit freeze, on your credit report free of charge. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you may use an online process, an automated telephone line, or submit a written request to any of the three credit reporting agencies listed above. The following information must be included when requesting a security freeze (note that, if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past 5 years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, and display your name, current mailing address, and the date of issue.

Federal Trade Commission and Additional Identity Theft Resources. If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission ("FTC"). You may contact the FTC by phone at 1-877-IDTHEFT (438-4338) or by mail at Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580. You may also visit www.identitytheft.gov.

In addition, the FTC provides additional resources with steps you can take to protect against identity theft. For more information, please visit www.ftc.gov/bcp/edu/microsites/idtheft/. A copy of *Taking Charge: What to Do if Your Identity is Stolen*, a comprehensive guide from the FTC to help you guard against and deal with identity theft is available on the FTC's website at <https://www.consumer.ftc.gov/articles/pdf-0009-taking-charge.pdf>.

IRS Identity Protection PIN. The Internal Revenue Service ("IRS") offers the option to create an Identity Protection PIN ("IP PIN") to prevent someone else from filing a tax return using your Social Security number. The IP PIN is a six-digit number known only to you and the IRS, and helps the IRS verify your identity when you file your electronic or paper tax return. For more information on how you can opt-in to using an IP PIN, please visit www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin.

State Attorneys General Offices. If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Attorney General's office in your home state. You may also contact these agencies for information on how to prevent or minimize the risks of identity theft.

Reporting of Identity Theft and Obtaining a Police Report. Please review your account statements for any suspicious activity. If you detect any suspicious activity on an account or suspect identity theft, you should immediately report it to the financial institution or company with which the account is maintained. You have the right to obtain any police report filed concerning this incident. If you are the victim of identity theft, you also have the right to file and obtain a copy of a police report.