

27862

HH Global
203 N La Salle St
Suite 1800
Chicago, IL 60601

<First Name> <Last Name>
<Address1>
<Address2>
<City> <State> <Zip>

<Date>

Notice of Data Security Incident

Dear <First Name> <Last Name>:

We wanted to let you know about a data security incident experienced by InnerWorkings, Inc. ("InnerWorkings") that may have impacted your name, address, date of birth, driver's license number, passport number, and Social Security number. We take the privacy and security of your information seriously, and sincerely apologize for any concern or inconvenience this may cause you. This letter contains information about steps you can take to protect your information and resources we are making available to help you. We want to assure you that we have taken steps to prevent a similar event from occurring, including temporarily bringing certain servers offline and deploying endpoint protection software on devices in the network.

In addition, as a safeguard, we have arranged for you to receive **24 months** of credit monitoring and identity protection services offered by Equifax at no cost to you. Equifax services include credit monitoring with email notifications of key changes to your Equifax credit report, daily access to your Equifax credit report, WebScan notifications when your personal information, such as Social Security Number, credit/debit card or bank account numbers are found on fraudulent internet trading sites, automatic fraud alerts, which encourages potential lenders to take extra steps to verify your identity before extending credit, plus blocked inquiry alerts and Equifax credit report lock, identity restoration to help restore your identity should you become a victim of identity theft, a dedicated identity restoration specialist to work on your behalf, and up to \$1,000,000 of identity theft insurance coverage for certain out of pocket expenses resulting from identity theft. We encourage you to enroll in free Equifax identity protection services by going to www.equifax.com/activate Please note the **deadline to enroll is September 30, 2022**.

To Enroll: Go to www.equifax.com/activate and follow the instructions for enrollment using your unique Activation Code of <Activation Code> then click "Submit." To register, complete the form with your contact information and click "Continue". If you already have a myEquifax account, click the 'Sign in here' link under the "Let's get started" header. Once you have successfully signed in, you will skip to the Checkout Page. To create your account, enter your email address, create a password, and accept the terms of use. To enroll in your product, Equifax will ask you to complete their identity verification process. Upon successful verification of your identity, you will see the Checkout Page. Click 'Sign Me Up' to finish enrolling. Click "View My Product" to access the product features.

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.

You may also place a security freeze on your credit reports, free of charge. 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. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You must place your request for a freeze with each of the three major consumer reporting agencies: Equifax (www.equifax.com); Experian (www.experian.com); and TransUnion (www.transunion.com). To place a security freeze on your credit report, you may send a written request by regular, certified or overnight mail at the addresses below. You may also place a security freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below:

Equifax Security Freeze P.O. Box 105788 Atlanta, GA 30348 1-800-349-9960 https://www.equifax.com/personal/credit-report-services/	Experian Security Freeze P.O. Box 9554 Allen, TX 75013 1-888-397-3742 https://www.experian.com/freeze/center.html	TransUnion Security Freeze P.O. Box 160 Woodlyn, PA 19094 1-888-909-8872 https://www.transunion.com/credit-freeze
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In order to request a security freeze, you will need to provide some or all of the following information to the credit reporting agency, depending on whether you do so online, by phone, or by mail:

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, the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. Social Security Card, pay stub, or W2;
8. 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.

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your credit report, based upon the method of your request. 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. It is important to maintain this PIN/password in a secure place, as you will need it to lift or remove the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including 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.

You may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for request made by mail) 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 make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide 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 between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.

For More Information:

Please contact hr.notification@hhglobal.com or the address listed at the top of this letter with any questions. Your trust is a top priority for us, and we deeply regret any inconvenience or concern that this matter may cause you.

Sincerely,

Innerworkings, Inc.