

Woods Hole Inn LLC & Quicks Hole LLC  
 P.O. Box 4  
 Woods Hole, MA 02543

<p>To Enroll, Please Visit:  <a href="https://app.idx.us/account-creation/protect">https://app.idx.us/account-creation/protect</a>          Enrollment Code: &lt;&lt;XXXXXXXXXX&gt;&gt;</p>
---

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

<<Date>>

### Notice of Data Breach

Dear Parent or Guardian of: <<First Name>> <<Last Name>>,

Securing and protecting confidential information is a top priority for Woods Hole Inn LLC and Quicks Hole LLC and we take that responsibility very seriously. I am therefore writing to inform you of a situation that we have discovered in which some of your personal information may have been impacted. While Woods Hole Inn LLC and Quicks Hole LLC has no indication that your information has been misused or was actually taken, we are contacting you out of an abundance of caution with information about the matter and some guidance for next steps.

#### What Happened

Woods Hole Inn LLC and Quicks Hole LLC has discovered that our binder of I-9 forms has gone missing. After an extensive search, we have been unable to locate it. As you may know, Woods Hole Inn LLC and Quicks Hole LLC possess the I-9 forms because the law requires us to collect and store them. We are unsure if the binder containing the I-9 forms was misplaced, discarded or taken. However, we have no evidence at present to indicate that anyone stole the binder with the intention of misusing the information contained within it.

#### What Information Was Involved

I-9 Forms typically contain names, dates of birth, home addresses, social security numbers, phone numbers, and/or identification numbers (“the categories of information”). We do not maintain copies of the documents that are reviewed at the time of submission of the forms. Therefore, only the I-9 forms themselves are missing.

#### What We Are Doing

We are constantly working to improve security, mitigate risk, and take steps to protect against unauthorized access to documents. At all times, Woods Hole Inn LLC and Quicks Hole LLC had a written information security program in place (WISP). We are presently reviewing the WISP to determine if the program should be modified. We also stored the I-9 binder in a locked office, which has not had a security breach. This leads us to believe that the binder was not taken by an unknown third-party.

#### What You Can Do

We are offering identity theft protection services through IDX, the data breach and recovery services expert. IDX identity protection services include: 24 months of Credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, exclusive educational materials and fully managed Identity Theft Recovery Services. With this protection, IDX will help you resolve issues if your identity is compromised.

We encourage you to contact IDX with any questions and to enroll in the identity protection services by calling 1-833-903-3648 or going to <https://app.idx.us/account-creation/protect> and using the Enrollment Code provided above. **Representatives are available Monday through Friday from 9 am – 9 pm Eastern Time. Please note that the deadline to enroll is December 22, 2022.**

Again, at this time, there is no evidence that your child's information has been misused. However, we encourage you to take full advantage of this service offering. IDX representatives have been fully versed on the incident and can answer questions or concerns you may have regarding protection of your personal information.

You will find detailed instructions for enrollment on the enclosed Recommended Steps document. Also, you will need to reference the enrollment code at the top of this letter when calling or enrolling online, so please do not discard this letter.

Please call 1-833-903-3648 or go to <https://app.idx.us/account-creation/protect> for assistance or for any additional questions you may have.

Sincerely,

*Michelle Slattery*

---

Woods Hole Inn LLC and Quicks Hole LLC

(Enclosures)



## Recommended Steps to help Protect your Information

**1. Website and Enrollment.** Go to <https://app.idx.us/account-creation/protect> and follow the instructions for enrollment using your Enrollment Code provided above.

**2. Activate the credit monitoring** provided as part of your IDX identity protection membership. The monitoring included in the membership must be activated for it 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 1-833-903-3648 to gain additional information about this event and 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 [www.annualcreditreport.com](http://www.annualcreditreport.com) 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 visiting their 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.

**5. Place Fraud Alerts** with the three credit bureaus. If you choose to place a fraud alert, we recommend you do this after activating your credit monitoring. You can place a fraud alert at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. The contact information for all three bureaus is as follows:

Equifax Fraud Reporting  
1-866-349-5191  
P.O. Box 105069  
Atlanta, GA 30348-5069  
[www.equifax.com](http://www.equifax.com)

Experian Fraud Reporting  
1-888-397-3742  
P.O. Box 9554  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)

TransUnion Fraud Reporting  
1-800-680-7289  
P.O. Box 2000  
Chester, PA 19022-2000  
[www.transunion.com](http://www.transunion.com)

It is necessary to contact only ONE of these bureaus and use only ONE of these methods. As soon as one of the three bureaus confirms your fraud alert, the others are notified to place alerts on their records as well. You will receive confirmation letters in the mail and will then be able to order all three credit reports, free of charge, for your review. An initial fraud alert will last for one year.

**Please Note: No one is allowed to place a fraud alert on your credit report except you.**

**6. Security Freeze.** You can place a security freeze on your credit reports online with **each** of the three major consumer reporting agencies:

Equifax  
1-800-685-1111  
P.O. Box 740256  
Atlanta, GA 30374  
[www.freeze.equifax.com](http://www.freeze.equifax.com)

Experian Fraud Reporting  
1-888-397-3742  
P.O. Box 9554  
Allen, TX 75013  
[www.experian.com/freeze](http://www.experian.com/freeze)

TransUnion Fraud Reporting  
1-888-909-8872  
P.O. Box 2000  
Chester, PA 19022-2000  
[www.transunion.com/credit-freeze](http://www.transunion.com/credit-freeze)

The credit reporting agencies will 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.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or go online to each of the credit reporting agencies and provide proper identification (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 specific period of time you want the credit report available. The credit reporting agencies will lift the security freeze for the specified period of time.

To remove the security freeze, you must call or go online to each of the three credit bureaus and 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 will remove the security freeze.

There is no cost to freeze or unfreeze your credit files.

To learn more, contact your State Attorney General's office or visit the Federal Trade Commission's website at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) and click on the link for credit freeze information.

Woods Hole Inn LLC & Quicks Hole LLC  
P.O. Box 4  
Woods Hole, MA 02543

To Enroll, Please Visit: <a href="https://app.idx.us/account-creation/protect">https://app.idx.us/account-creation/protect</a> Enrollment Code: <<XXXXXXXXXX>>
--

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

<<Date>>

## Notice of Data Breach

Dear <<First Name>> <<Last Name>>,

Securing and protecting confidential information is a top priority for Woods Hole Inn LLC and Quicks Hole LLC and we take that responsibility very seriously. I am therefore writing to inform you of a situation that we have discovered in which some of your personal information may have been impacted. While Woods Hole Inn LLC and Quicks Hole LLC has no indication that your information has been misused or was actually taken, we are contacting you out of an abundance of caution with information about the matter and some guidance for next steps.

### What Happened

Woods Hole Inn LLC and Quicks Hole LLC has discovered that our binder of I-9 forms has gone missing. After an extensive search, we have been unable to locate it. As you may know, Woods Hole Inn LLC and Quicks Hole LLC possess the I-9 forms because the law requires us to collect and store them. We are unsure if the binder containing the I-9 forms was misplaced, discarded or taken. However, we have no evidence at present to indicate that anyone stole the binder with the intention of misusing the information contained within it.

### What Information Was Involved

I-9 Forms typically contain names, dates of birth, home addresses, social security numbers, phone numbers, and/or identification numbers (“the categories of information”). We do not maintain copies of the documents that are reviewed at the time of submission of the forms. Therefore, only the I-9 forms themselves are missing.

### What We Are Doing

We are constantly working to improve security, mitigate risk, and take steps to protect against unauthorized access to documents. At all times, Woods Hole Inn LLC and Quicks Hole LLC had a written information security program in place (WISP). We are presently reviewing the WISP to determine if the program should be modified. We also stored the I-9 binder in a locked office, which has not had a security breach. This leads us to believe that the binder was not taken by an unknown third-party.

### What You Can Do

You may 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](http://www.equifax.com)); Experian ([www.experian.com](http://www.experian.com)); and TransUnion ([www.transunion.com](http://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>

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.

We are offering identity theft protection services through IDX, the data breach and recovery services expert. IDX identity protection services include: 24 months of Credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, exclusive educational materials and fully managed Identity Theft Recovery Services. With this protection, IDX will help you resolve issues if your identity is compromised.

We encourage you to contact IDX with any questions and to enroll in the identity protection services by calling 1-833-903-3648 or going to <https://app.idx.us/account-creation/protect> and using the Enrollment Code provided above. **Representatives are available Monday through Friday from 9 am – 9 pm Eastern Time. Please note that the deadline to enroll is December 22, 2022.**

Again, at this time, there is no evidence that your information has been misused. However, we encourage you to take full advantage of this service offering. IDX representatives have been fully versed on the incident and can answer questions or concerns you may have regarding protection of your personal information.

You will find detailed instructions for enrollment on the enclosed Recommended Steps document. Also, you will need to reference the enrollment code at the top of this letter when calling or enrolling online, so please do not discard this letter.

Please call 1-833-903-3648 or go to <https://app.idx.us/account-creation/protect> for assistance or for any additional questions you may have.

Sincerely,

*Michelle Slattery*

---

Woods Hole Inn LLC and Quicks Hole LLC

(Enclosures)