



NORTHERN DATA SYSTEMS, INC.

&lt;&lt;Date&gt;&gt; (Format: Month Day, Year)

<<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>  
 <<address\_1>>  
 <<address\_2>>  
 <<city>>, <<state\_province>> <<postal\_code>>  
 <<country>>

Dear <<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>,

I am writing on behalf of Northern Data Systems to inform you that we suffered a security incident that potentially affected your personally identifiable information. We provide computing services, including data hosting, for other companies, and your personally identifiable information was collected by one of our customers and maintained in the environment we host for that customer. While monitoring our network, we discovered on May 13, 2022, that an unauthorized third party had gained access to a portion of our environment. We promptly began working with third-party experts to investigate and respond to the incident. And we are now providing you this notice to give you more information on what happened and what we are doing in response.

#### WHAT HAPPENED

An unauthorized third party gained access to part of our environment. During the course of our experts' investigation, they identified the files that may have been affected. On May 25th, we engaged a data review firm to comb through that data and identify what information was in the files. That process takes some time. We received the data review firm's results on July 25th. Since then, we have been assessing who to notify and locating correct contact information for those involved so that we can provide them notice.

#### WHAT INFORMATION WAS INVOLVED

This incident may have exposed some of your personally identifiable information. The affected data may include details such as your name, contact information, Social Security or driver's license number, limited medical information, and financial information (such as a bank account number).

#### WHAT WE ARE DOING

We worked with third-party experts to investigate and respond to the incident, and we are further securing our systems to protect your information. Additionally, on the next page, you will find details on how to activate the complimentary credit monitoring we are providing as well as advice regarding other measures you can take to protect yourself against fraud or identity theft.

#### FOR MORE INFORMATION

Should you have any questions, you can contact us at [TFN], Monday through Friday from 8:00 a.m. to 5:30 p.m. Central Time, excluding major U.S. holidays, and one of our representatives will be happy to assist you. Thank you for your understanding and patience.

Sincerely,

Mark Stevens  
 Chief Executive Officer

## ADDITIONAL STEPS YOU CAN TAKE

**Activate your complimentary credit monitoring** – To help protect you from fraud or identity theft, we are offering a complimentary two-year membership to Experian's IdentityWorks. This product helps detect possible misuse of your personal information. To register, please:

- o Ensure that you enroll by: <<b2b\_text\_6 (date)>> (Your code will not work after this date.)
- o Visit the Experian IdentityWorks website to enroll: [www.experianidworks.com/3bcredit](http://www.experianidworks.com/3bcredit)
- o Provide your activation code: <<Activation Code s\_n>>

If you have questions or want an alternative to enrolling in Experian IdentityWorks online, please contact Experian at 877-890-9332 by <<b2b\_text\_6 (date)>>, and provide them engagement number <<b2b\_text\_1 (engagement #)>>.

**Remain vigilant** – We encourage you to remain vigilant for fraud or identity theft by reviewing your account statements and free credit reports. You can also find additional suggestions at [www.IdentityTheft.gov/DataBreach](http://www.IdentityTheft.gov/DataBreach).

- o You should confirm that your credit card company has the correct address on file for you and that all charges on the account are legitimate. If you discover errors or suspicious activity, you should immediately contact the credit card company and inform them that you have received this letter.
- o You should obtain and review a free copy of your credit report by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com) or calling 1-877-322-8228. If the report is incorrect, you should contact the appropriate consumer reporting agency—Equifax, Experian, or TransUnion.

**Consider placing a fraud alert or security freeze on your credit file** – Consumer reporting agencies have tools you can use to protect your credit, including fraud alerts and security freezes.

- o A fraud alert is a cautionary flag you can place on your credit file to notify companies extending you credit that they should take special precautions to verify your identity. You can contact any of the three consumer reporting agencies to place fraud alerts with each agency. The alert lasts for one year, but you can renew it.
- o A security freeze is a more dramatic step that will prevent others from accessing your credit report, which makes it harder for someone to open an account in your name. You must contact each consumer reporting agency separately to order a security freeze, and they may require you to provide them with your full name, Social Security number, date of birth, and current and previous addresses. You can obtain more information about security freezes by contacting the consumer reporting agencies or the Federal Trade Commission.

**Report suspicious activity** – If you believe you are the victim of identity theft, consider (1) notifying your Attorney General, local law enforcement, or the Federal Trade Commission; (2) filing a police report and requesting a copy of that report; and (3) visiting [IdentityTheft.gov](http://IdentityTheft.gov) to report the issue and get recovery steps.

**Contact relevant authorities** – You may contact the below resources to (1) get more information on fraud alerts or security freezes and (2) learn more about protecting yourself from fraud or identity theft.

<b>Federal Trade Commission</b>	<b>Equifax</b>	<b>Experian</b>	<b>TransUnion</b>
600 Pennsylvania Ave. NW	P.O. Box 740241	P.O. Box 9701	P.O. Box 2000
Washington, DC 20580	Atlanta, GA 30374	Allen, TX 75013	Chester, PA 19016
(202) 326-2222	(800) 685-1111	(888) 397-3742	(888) 909-8872
<a href="http://www.ftc.gov">www.ftc.gov</a>	<a href="http://www.equifax.com">www.equifax.com</a>	<a href="http://www.experian.com">www.experian.com</a>	<a href="http://www.transunion.com">www.transunion.com</a>

You can also find your Attorney General's contact information at: <https://www.usa.gov/state-attorney-general>.