

Private and confidential. Addressee only

[First Name] [Last Name]
[Address Line 1]
[Address Line 2]
[Address Line 3]
[City], [State], [Postal Code]
[Country]

14 October 2022

Dear [First Name]

I am writing to you about a confidential matter that has recently come to our attention at Abcam.

On Monday 26 September we were made aware of a security risk to some of our internal data which includes current and former employee information.

In the following letter you will find:

- What happened
- What data was involved
- What we have done to resolve the situation
- What we will do next to prevent this from happening again
- Steps you may want to take

First and foremost, I want to reassure you that as of today, there is **no evidence that any of this data has been accessed by any malicious third-parties.**

1- What happened

On Monday 26 September, we were made aware of an incident that occurred as a result of an error by a third-party contractor. Links to some Abcam systems were **unintentionally** exposed online, with a risk that meant there was the potential for external parties to access areas of Abcam's systems that contained current and former employee data. The period where data was at potential risk ran from 22 July to 26 September.

2- What data was involved

The data categories involved include:

- Name
- Contact details (email, address, phone number)
- Date of Birth
- Financial details (bank details, salary)
- National Insurance numbers (or equivalent)
- National ID numbers, passport numbers
- Emergency contact details

3- What we have done to resolve the situation

Once we became aware, we immediately implemented our data incident response plan. We eliminated the risk of further access by closing down access to the links.

As of today, we do want to reassure you that, from our investigation, **there is no evidence that any of this data has been exported** from our systems or accessed, copied or used by any malicious third-parties. We are continuing to monitor the situation and there is **no evidence that our systems were proactively targeted**.

We reported the incident to the UK data protection regulator, the Information Commissioner's Office (ICO) on 29 September. The ICO has since informed us that, because of our rapid response to contain the incident, they do not need to take any further action. We have also started working with advisors and data protection authorities in the other countries where we operate.

4- What we will do next to prevent this from happening again

Since we discovered the incident, we have taken action with our internal teams and third-party suppliers to reinforce our data protection processes. We will continue to work with our partners in the next months to further build assurance.

5- Steps you may want to take

For your peace of mind, there are some steps you can take to guard against possible effects of the incident:

- Be extra vigilant for suspicious emails, texts or calls and avoid clicking links included unless you can verify them;
- Check and ensure that no suspicious activity is taking place in your bank account and speak to your bank if any such activity occurs; and
- Where available, regularly check your credit report

To support you with this, we have retained the assistance of TransUnion, a global information and insights business and one of the World's leading consumer credit reference agencies.

Through TransUnion, we have arranged a 12-month subscription to an online monitoring service, at no cost to you.

If you would like to take up this offer, please email data.enquiries@abcam.com adding Fraud Protection to the subject line and we will send you your registration details.

Altogether, we remain confident that **the risk of harm to any individual is low**, as there has been no evidence of access by any malicious third-parties.

To continue to manage that risk, we are treating this matter as confidential. We have limited our communications to those people affected, the relevant data protection regulators and our advisors only. Please be cautious if you are contacted by anyone outside of Abcam in relation to this matter, we recommend that you do not respond and immediately inform external.comms@abcam.com and data.enquiries@abcam.com.

If you do have any further questions about this matter, please contact us at data.enquiries@abcam.com.

We sincerely apologize and want to reassure you that we have taken appropriate steps to resolve the situation as promptly as possible.

Yours sincerely

A handwritten signature in black ink that reads "Marc Perkins". The signature is written in a cursive, slightly slanted style.

Marc Perkins

General Counsel and Company Secretary