



[DATE]

[EMAIL ADDRESS]

NOTICE OF DATA BREACH

Dear [INDIVIDUAL NAME]:

We respect the privacy of your information, which is why, as a precautionary measure, we are writing to let you know about a data security incident that may involve your personal information.

WHAT HAPPENED.

On November 9, 2022, CommuteAir LLC discovered that an unauthorized individual or entity gained unauthorized access through an application programming interface to a third-party Human Resource Information System (HRIS).

WHAT INFORMATION WAS INVOLVED.

The data accessed included personal information such as names, dates of birth, and the last four digits of social security numbers. To our knowledge, the data accessed did not include any credit card information, payment information, or health-related information.

WHAT WE ARE DOING.

We value your privacy and deeply regret that this incident occurred. We are conducting a thorough review of the potentially affected records and will notify you if there are any significant developments that involve any employee privacy concerns. We have engaged outside cybersecurity consultants and implemented additional security measures designed to prevent a recurrence of such an attack and to protect our employees' privacy.

We have also notified the appropriate authorities and are working closely with law enforcement to ensure the incident is properly addressed.

In addition, you will receive by separate email an offer for one year of free identity theft protection through the LifeLock Defender™ Choice plan. Instructions to activate the service by February 28, 2023 will be included in that email.

WHAT YOU CAN DO.

Please also review the attachment to this letter (Steps You Can Take to Further Protect Your Information) for further information on steps you can take to protect your information.

FOR MORE INFORMATION.

For questions or assistance with your IT security, please contact my team at c5it@commuteair.com or 440-462-0240. For other concerns, please reach out to your supervisor or to Human Resources.

Sincerely,

Radha Iyer

Chief Technology Officer

Steps You Can Take to Further Protect Your Information

- **Review Your Account Statements and Notify Law Enforcement of Suspicious Activity**

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, including the Attorney General's Office in your state and/or the Federal Trade Commission (FTC). A matrix displaying the Attorney General's Office in each state is attached to this letter below.

To file a complaint with the FTC, go to IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

- **Obtain and Monitor Your Credit Report**

We recommend that you obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can access the request form at <https://www.annualcreditreport.com/requestReport/requestForm.action>. Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

Equifax
(866) 349-5191
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian
(888) 397-3742
www.experian.com
P.O. Box 2002
Allen, TX 75013

TransUnion
(800) 888-4213
www.transunion.com
2 Baldwin Place
P.O. Box 1000
Chester, PA 19016

- **Consider Placing a Fraud Alert on Your Credit Report**

You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

- **Take Advantage of Additional Free Resources on Identity Theft**

We recommend that you review the tips provided by the FTC's Consumer Information website, a valuable resource with some helpful tips on how to protect your information. Additional information is available at <https://www.consumer.ftc.gov/topics/privacy-identity-online-security>.

For more information, please visit IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). A copy of Identity Theft – A Recovery Plan, a comprehensive guide from the FTC to help you guard against and deal with identity theft, can be found on the FTC's website at https://www.consumer.ftc.gov/articles/pdf-0009_identitytheft_a_recovery_plan.pdf.

ATTORNEY GENERAL CONTACT INFORMATION

ALABAMA Alabama Attorney General Steve Marshall (334) 242-7300 State House 11 S. Union St. Montgomery, AL 36130 consumerinterest@Alabamaag.gov	ALASKA Alaska Attorney General Kevin Clarkson (907) 465-3600 P.O. Box 110300 Diamond Courthouse Juneau, AK 99811-0300 attorney.general@alaska.gov	ARIZONA Arizona Attorney General Mark Brnovich (602) 542-4266 1275 W. Washington St. Phoenix, AZ 85007 aginfo@azag.gov	ARKANSAS Arkansas Attorney General Leslie Rutledge (800) 482-8982 200 Tower Bldg. 323 Center St. Little Rock, AR 72201-2610 oag@ArkansasAG.gov	CALIFORNIA California Attorney General Xavier Becerra (916) 445-9555 1300 I St., Ste. 1740 Sacramento, CA 95814 xavier.becerra@doj.ca.gov
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OHIO Ohio Attorney General Dave Yost (614) 466-4320 State Office Tower 30 E. Broad St. Columbus, OH 43266-0410 https://www.ohioattorneygeneral.gov/About-AG/Contact	OKLAHOMA Oklahoma Attorney General Mike Hunter (405) 521-3921 State Capitol, Rm. 112 2300 N. Lincoln Blvd. Oklahoma City, OK 73105 questions@oag.ok.gov	OREGON Oregon Attorney General Ellen Rosenblum (503) 378-4732 Justice Bldg. 1162 Court St., NE Salem, OR 97301 ellen.rosenblum@doj.state.or.us	PENNSYLVANIA Pennsylvania Attorney General Josh Shapiro (717) 787-3391 1600 Strawberry Square Harrisburg, PA 17120 https://www.attorneygeneral.gov/contact/	PUERTO RICO Puerto Rico Secretary of Justice Domingo Emanuelli Hernández (787) 721-2900 PO Box 9020192 San Juan, PR, 00902-0192 ayudaalciudadano@justicia.pr.gov
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