



**SCHUMACHER**  
COMPANIES  
*Landscape Artisans*

December 9, 2022

28697

Employee Name

Address

**Sent via US Postal Services Certified Mail Return Receipt**

Re: SECURITY BREACH OF YOUR PERSONAL IDENTIFIABLE INFORMATION

Dear

On behalf of the Company, I regret to inform you that a recent cybersecurity incident may have resulted in the unauthorized acquisition of some of your personal information.

While the Company is not aware of any evidence of fraud or misuse of anyone's information resulting from this incident, please know that the Company is offering you complimentary identity theft protection for a period of 18 months. There will be no charge to you for a security freeze and mitigation services. Please contact me directly to make arrangements for registering for this protection. Likewise, please review the attachment which sets out additional practices you can implement to protect yourself and your personal identifiable information, including how to place a security freeze on your credit report.

Massachusetts law allows consumers to place security freezes on their credit reports. A security freeze will prohibit a credit reporting agency from releasing any information from your credit report without written authorization from you. However, do note that a security freeze on your credit report may delay, interfere with or prevent the timely approval of any requests you make to support applications for new loans, credit, mortgages, employment, housing, or other services.

If you are the victim of identity theft, Massachusetts law provides you the right to file, and obtain a copy of, a police report. Likewise, you have the right to obtain a copy of any police report filed in regard to this particular breach.

The Company regrets the concern this may cause. Be assured that we will continue to take steps to enhance the security of our systems to help prevent any future breaches.

If you have any questions, please call me directly at 508-326-6584 or email me at [MHarper@dschumacher.com](mailto:MHarper@dschumacher.com).

Respectfully,

Mitch Harper  
IT Director

### Additional Important Information

As a precautionary measure, we recommend that you remain vigilant to protect against potential fraud and/or identity theft by reviewing your account statements and monitoring 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 should also promptly report any fraudulent activity or any suspected incidents of identity theft to proper law enforcements authorities, including the police and your state's attorney general.

Under Massachusetts law, you have the right to obtain any police report filed regarding 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.

**Credit and Security Freezes:** Massachusetts law also allows consumers to place a security freeze on their credit reports. 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.

If you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5.00 each to place, temporarily lift, or permanently remove a security freeze.

To place a security freeze on your credit report, you must send a written request to **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)) by regular, certified or overnight mail at the addresses below:

Equifax Security Freeze P.O. Box 105788 Atlanta, GA 30348 1-888-298-0045 <a href="http://www.equifax.com">www.equifax.com</a>	Experian Security Freeze P.O. Box 9554 Allen, TX 75013 1-888-397-3742 <a href="http://www.experian.com">www.experian.com</a>	TransUnion Security Freeze P.O. Box 160 W oodlyn, PA 19094 1-888-298-0045 <a href="http://www.transunion.com">www.transunion.com</a>
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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 or telephone bill;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. 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.
8. If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail.

The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. 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 and include 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 three (3) business days 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 send a written request to each of the three credit reporting agencies by mail. 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 three (3) business days after receiving your request to remove the security freeze.

Once again, we apologize for any inconvenience this incident has caused and will work with you to provide the services necessary to protect your information.

Should you have any further questions, please contact Mitch Harper via email at [mharper@dschumacher.com](mailto:mharper@dschumacher.com)