



February 14, 2023

Dear _____,

Hungerford Nichols CPAs and Advisors (“Hungerford” or “we”) values and respects the privacy of the information entrusted to us, which is why we are writing to advise you of a recent incident that involves certain personal information Hungerford received from Haworth, Inc. **We have no reason to believe that any personal information has been misused for the purpose of committing fraud or identity theft.** Nonetheless, we are writing to advise you about the incident and the steps that Hungerford has taken to address the incident.

We have learned that an unauthorized third party gained access to our computer network. Upon discovering the incident, we promptly began an internal investigation and engaged a leading computer forensics firm to further examine our network and confirm the security of our systems. As a result of that investigation, we learned that the unauthorized party acquired copies of some files stored on our systems. On August 18, 2022, we confirmed that the files contained certain personal information that Hungerford received from Haworth, Inc.

If you would like us to, we are offering to notify the individuals associated with Haworth, Inc. on your behalf. Prior to making that decision, we recommend that you consult with legal counsel to determine if you, as the data owner, have any notification obligations. If you determine that you do and would like us to notify these individuals on your behalf we will coordinate with you on the notification process. Included with this letter for your review is a template notification letter that we would use to send notifications out on your behalf. If you decide that you would like us to send notifications to individuals on your behalf, Haworth, Inc.’s will be inserted into the document. We will also arrange for a call center to be available for individuals who have any questions.

We again apologize for any inconvenience or concern that this incident might cause you and others. Please contact me at your earliest convenience if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Keena', with a long horizontal line extending to the right.

Teresa R. Keena, CPA
Shareholder