



Return Mail Processing
PO Box 589
Claysburg, PA 16625-0589

June 23, 2023

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SAMPLE A SAMPLE - L02 MASS
APT ABC
123 ANY STREET
ANYTOWN, ST 12345-6789

29866



RE: Important Security Notification
Please read this entire letter.

Dear Sample A. Sample:

On behalf of Datasite LLC, I am writing to inform you about a recent incident that involved personal information about you. We deeply regret that this incident occurred and take seriously the security of personal information.

WHAT HAPPENED. On May 31, 2023, Progress Software Corporation (“Progress”) announced that its MOVEit Transfer product was impacted by a zero-day vulnerability that enabled unauthorized access to the MOVEit application. This incident impacted hundreds of companies around the world. Datasite made use of MOVEit for limited data transfers internally and externally. We determined that certain limited data stored within Datasite’s instance of the MOVEit Transfer application was unlawfully downloaded on May 30, 2023, during an eleven-minute period, from 12:12 pm to 12:23 pm UTC. See MOVEit Transfer Critical Vulnerability (May 2023) - Progress Community: <https://community.progress.com/s/article/MOVEit-Transfer-Critical-Vulnerability-31May2023>.

WHAT INFORMATION WAS INVOLVED. We have determined that the personal information that was downloaded included your name, home address, Social Security Number, employee number, birth date, hire date, annual salary, and other identifying information.

HOW WE RESPONDED. We responded by taking the application offline, implementing the vendor-recommended actions related to patching, initiating an investigation, and notifying law enforcement. Datasite is no longer using MOVEit.

WHAT YOU CAN DO. We recommend that you review the information provided in this letter for steps that you may take to protect yourself against any potential misuse of your personal information.

We have arranged for you, at your option, to enroll in a complimentary **24-month** credit monitoring service. We have engaged Experian® to provide you with its IdentityWorkssm service, which provides identity detection and resolution of identity theft. You have **until September 30, 2023** to activate the free credit monitoring service by using the following activation code: **xxxxxxxx**. This code is unique for your use and should not be shared.



To enroll, visit the Experian IdentityWorks website at <https://www.experianidworks.com/credit> or call **888-401-0574** and provide engagement number xxxxxxxx.

What we are doing to protect your information:

To help protect your identity, we are offering a complimentary 24-month membership of Experian's® IdentityWorksSM service. This product provides you with superior identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by: September 30, 2023** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
- Provide your **activation code: xxxxxxxx**

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 888-401-0574 by **September 30, 2023**. Be prepared to provide engagement xxxxxxxx as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 24-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP:

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration agents are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

* Offline members will be eligible to call for additional reports quarterly after enrolling.

** The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at 888-401-0574. If, after discussing your situation with an agent, it is determined that Identity Restoration support is needed, then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that this Identity Restoration support is available to you for 24 months from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration. You will also find self-help tips and information about identity protection at this site.

You should always remain vigilant, including by regularly reviewing your account statements and credit reports. If you discover any suspicious or unusual activity on your accounts or suspect identity theft or fraud, be sure to report it immediately to your financial institutions.

You also may contact the Federal Trade Commission (“FTC”) or law enforcement to report incidents of identity theft or to learn about steps you can take to protect yourself from identity theft. To learn more, you can go to the FTC’s Web site, at <http://www.ftc.gov/idtheft/>, or call the FTC, at (877) IDTHEFT (438-4338). or write to Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580

You may periodically obtain credit reports from each nationwide credit reporting agency. If you discover information on your credit report arising from a fraudulent transaction, you should request that the credit reporting agency delete that information from your credit report file. In addition, under federal law, you are entitled to one free copy every 12 months of your credit report from each of the three major credit reporting companies. You may obtain a free copy of your credit report by going on the Internet to www.AnnualCreditReport.com or by calling (877) 322-8228. You may contact the nationwide credit reporting agencies as indicated below:

Equifax
(800) 685-1111
P.O. Box 740241
Atlanta, GA 30374-0241
[Equifax.com/personal/
credit-report-services](http://Equifax.com/personal/credit-report-services)

Experian
(888) 397-3742
P.O. Box 9701
Allen, TX 75013
Experian.com/help

TransUnion
(888) 909-8872
Fraud Victim Assistance Division
P.O. Box 2000
Chester, PA 19022
TransUnion.com/credit-help

In addition, you can add a fraud alert to your credit report file to help protect your credit information. A fraud alert can make it more difficult for someone to get credit in your name because it tells creditors to follow certain procedures to protect you, but it also may delay your ability to obtain credit. You may place a fraud alert in your file by calling any of the nationwide credit reporting agencies. As soon as that agency processes your fraud alert, it will notify the other two credit reporting agencies, which then must also place fraud alerts in your file.

Under Massachusetts law, you have the right to obtain a police report in regard to 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.

You also may place a security freeze on your credit report. 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, mortgages, employment, housing or other services.

There is no charge to place, lift or remove a security freeze. To place a security freeze on your credit report, you must send a written request to each of the three credit reporting agencies listed above.

In order to request a security freeze, you will need to provide the following information:

- (1) Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
- (2) Social Security number;
- (3) Date of birth;
- (4) Your prior addresses if you have moved in the past several years;
- (5) Proof of current address (e.g., a current utility bill or telephone bill);
- (6) A legible photocopy of a government issued identification card (e.g., state driver’s license or ID card or military identification);



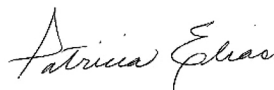
The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report if a request is made by mail, and one (1) day after making a request by phone or online. The credit reporting agencies must also send written confirmation to you within 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.

To lift the security freeze in order to allow a specific entity access to your credit report, you must send a request to the credit reporting agencies by mail, telephone, or online and include proper identification (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 the entity you would like to receive your credit report or the specific period of time you want the credit report available. The credit reporting agencies have three (3) business days after receiving your request to lift the security freeze for the identified entity or for the specified period of time if requested by mail, and one (1) hour to lift the freeze after a request by phone or online.

To remove the security freeze, you must send a request to each of the three credit reporting agencies by mail, telephone, or online and include 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 reporting agencies have three (3) business days after receiving your request to remove the security freeze if requested by mail, and one (1) hour to remove the freeze after a request by phone or online.

Please know that we regret any inconvenience or concern this incident may cause you. If you have any questions or concerns, please do not hesitate to call 888-401-0574 toll-free Monday through Friday from 8 am – 10 pm Central, or Saturday and Sunday from 10 am – 7 pm Central (excluding major U.S. holidays). Be prepared to provide your engagement number B097570.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Elias".

Patricia Elias, General Counsel, Datasite