

<Return Name>  
c/o Cyberscout  
<Return Address>  
<City> <State> <Zip>

<FirstName> <LastName>  
<Address1>  
<Address2>  
<City><State><Zip>

June xx, 2023

Dear <First Name> <Last Name>,

We write to inform you of a recent data security incident (“Matter”) that may concern some of your personal information (collectively the “Information”). While we currently have no evidence of actual misuse of your Information, we are sharing what we know about the Matter, our response to it, and steps you can take to help protect your personal Information.

### **What Happened?**

On or about January 13, 2023, we became aware of unusual activity. We engaged our incident response team and investigated the Matter. On or about January 26, 2023, our investigation revealed that some data, including your Information, may have been impacted and we completed a further investigation to confirm. That investigation concluded on May 15, 2023, and we concluded that your Information may have been impacted. Again, we have no evidence of actual misuse of your Information, however, out of an abundance of caution, we are notifying you because your Information may have been impacted.

### **What Information was Involved?**

The Information that may be impacted includes:

- First and Last Name
- Financial account, credit or debit card number, with or without any required security or access code or password permitting access to a resident’s financial account

### **What Are We Doing?**

Upon learning of the Matter, as set forth above, we engaged our incident response team, which investigated the Matter and took a number of risk mitigation steps. In addition, we engaged data security professional experts to assist in our investigation. Out of an abundance of caution, we disabled access to the impacted system. We changed login credentials and implemented various security measures. We are proud of the quick response by our team and will continue to conduct additional employee training.

### **What Can You Do?**

We encourage you to remain vigilant in reviewing your Information, such as reviewing your account statements, and monitor credit reports for any suspicious activity.

**For More Information.**

For further information and assistance, please contact me at the below. We apologize for any inconvenience this may have caused.

Sincerely,

A handwritten signature in black ink that reads "Peter E. Ruhlin". The signature is written in a cursive style with a large, stylized initial "P".

Peter E. Ruhlin

Head of Strategic Initiatives and Chief Legal Officer

Steward Partners Global Advisory, LLC

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## Steps You Can Take To Protect Your Information

### Monitor Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

<b>Experian</b> P.O. Box 9554 Allen, TX 75013 1-888-397-3742 <a href="http://www.experian.com/freeze/center.html">www.experian.com/freeze/center.html</a>	<b>TransUnion</b> P.O. Box 160 Woodlyn, PA 19094 1-888-909-8872 <a href="http://www.transunion.com/credit-freeze">www.transunion.com/credit-freeze</a>	<b>Equifax</b> P.O. Box 105788 Atlanta, GA 30348-5788 1-800-685-1111 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>
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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. If you have moved in the past five (5) years, provide 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.

As an alternative to a security freeze, you have the right to place an initial or extended “fraud alert” on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud

alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

**Experian**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742

[www.experian.com/fraud/center.html](http://www.experian.com/fraud/center.html)

**TransUnion**

P.O. Box 2000  
Chester, PA 19016  
1-800-680-7289

[www.transunion.com/fraud-victim-resource/place-fraud-alert](http://www.transunion.com/fraud-victim-resource/place-fraud-alert)

**Equifax**

P.O. Box 105069  
Atlanta, GA 30348  
1-888-766-0008

[www.equifax.com/personal/credit-report-services](http://www.equifax.com/personal/credit-report-services)

**Additional Information**

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, [www.identitytheft.gov](http://www.identitytheft.gov), 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.