



Return Mail Processing  
PO Box 999  
Suwanee, GA 30024

52113657\*\*\*\*\*SNGLP

SAMPLE A. SAMPLE - L02

APT ABC



123 ANY ST

ANYTOWN, US 12345-6789



August 4, 2023

***RE: Important Security Notification  
Please read this entire letter.***

Dear Parent or Guardian of Sample A. Sample:

We are writing to notify you regarding a data security incident that occurred on July 23, 2023. A database for a youth workforce development program administered by Commonwealth Corporation was inappropriately accessed by an unknown foreign entity. The database contains your minor's personally identifying information, including, in some instances, social security numbers. The database that was accessed is maintained by a third-party administrator contracted by CommCorp. Upon discovery, the database administrator immediately identified the vulnerability and blocked further unauthorized access to the system. There is no indication at this point that your minor's personal information was retained or used. CommCorp is actively investigating this matter and will keep you informed regarding any developments that specifically affect or concern your minor.

Attached is a notice required under Massachusetts General Laws Chapter 93H that describes your right to place a security freeze on your minor's credit reports free of charge and provides related information.

**What we are doing to protect your information:**

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

- Ensure that your minor **enrolls by: November 30, 2023** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: [https:// www.experianidworks.com/minorplus](https://www.experianidworks.com/minorplus)
- Provide your **activation code: ABCDEFGHI**
- Provide your minor's information when prompted

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 **833-637-2103** by November 30, 2023. Be prepared to provide engagement number \_\_\_\_\_ as proof of eligibility for the identity restoration services by Experian.

## ADDITIONAL DETAILS REGARDING YOUR MINOR'S 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:

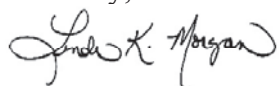
- **Social Security Number Trace:** Monitoring to determine whether enrolled minors in your household have an Experian credit report. Alerts of all names, aliases and addresses that become associated with your minor's Social Security Number (SSN) on the Experian credit report.
- **Internet Surveillance:** Technology searches the web, chat rooms & bulletin boards 24/7 to identify trading or selling of your personal information on the Dark Web.
- **Identity Restoration:** Identity Restoration specialists 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.
- **\$1 Million Identity Theft Insurance\*\*:** Provides coverage for certain costs and unauthorized electronic fund transfers.

If you believe there was fraudulent use of your minor's information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at 833-637-2103. 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 your minor 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 your minor with contacting government agencies to help restore your minor's identity to its proper condition).

Please note that this Identity Restoration support is available to your minor 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](http://www.ExperianIDWorks.com/restoration). You will also find self-help tips and information about identity protection on this site.

CommCorp places the utmost importance on protecting the confidentiality and security of all personal information in its custody. We regret this incident and sincerely apologize for any concern it may cause you or your minor. Should you have questions or concerns regarding this matter, please do not hesitate to contact us at 833-637-2103, toll-free Monday through Friday from 9 am – 11 pm Eastern, or Saturday and Sunday from 11 am – 8 pm Eastern (excluding major U.S. holidays). Please be prepared to provide your engagement number B100478.

Sincerely,



Linda K. Morgan, Esq.  
Vice President of Legal Affairs and Administration

\*\* 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.

## MASSACHUSETTS GENERAL LAWS CHAPTER 93H

### NOTICE REQUIREMENTS

Under Massachusetts law, you have the right to obtain any police report filed 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 may also place a security freeze on your credit reports, free of charge. 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. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You must place your request for a freeze with 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)). To place a security freeze on your credit report, you may send a written request by regular, certified or overnight mail at the addresses below. You may also place a security freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below:

#### **Equifax Security Freeze**

P.O. Box 105788  
Atlanta, GA 30348  
1-800-349-9960  
<https://www.equifax.com/personal/credit-report-services/>

#### **Experian Security Freeze**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
<https://www.experian.com/freeze/center.html>

#### **TransUnion Security Freeze**

P.O. Box 160  
Woodlyn, PA 19094  
1-800-916-8800  
<https://www.transunion.com/credit-freeze>

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, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. Social Security Card, pay stub, or W2;
8. 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.

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your credit report, based upon the method of your request. 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, through their website, or by phone (using the contact information above). You must provide 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 between one (1) hour (for requests made online) and three (3) business days (for request made by mail) 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 make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). 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 between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.

## LEYES GENERALES DE MASSACHUSETTS CAPÍTULO 93H

### AVISO SOBRE REQUISITOS

Según la ley de Massachusetts, usted tiene el derecho de obtener cualquier informe policial presentado con respecto a este incidente. Si usted es víctima de robo de identidad, también tiene derecho a presentar un informe policial y obtener una copia del mismo.

También puede colocar un congelamiento de seguridad en sus informes de crédito, de forma gratuita. Un congelamiento de seguridad prohíbe que una agencia de informes de crédito publique cualquier información del informe de crédito de un consumidor sin autorización por escrito. Sin embargo, tenga en cuenta que colocar un congelamiento de seguridad en su informe de crédito puede retrasar, interferir o impedir la aprobación oportuna de cualquier solicitud que realice para nuevos préstamos, hipotecas de crédito, empleo, vivienda u otros servicios. Según la ley federal, no se le puede cobrar por colocar, levantar o eliminar un congelamiento de seguridad.

Debe presentar su solicitud de congelamiento con cada una de las tres principales agencias de informes del consumidor: Equifax ([www.equifax.com](http://www.equifax.com)); Experian ([www.experian.com](http://www.experian.com)); y TransUnion ([www.transunion.com](http://www.transunion.com)). Para colocar un congelamiento de seguridad en su informe de crédito, puede enviar una solicitud por escrito por correo regular, certificado o nocturno a las direcciones a continuación. También puede colocar un congelamiento de seguridad a través de cada uno de los sitios web de las agencias de informes del consumidor o por teléfono, utilizando la información de contacto a continuación:

#### **Equifax Security Freeze**

P.O. Box 105788  
Atlanta, GA 30348  
1-800-349-9960  
<https://www.equifax.com/personal/credit-report-services/>

#### **Experian Security Freeze**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
<https://www.experian.com/freeze/center.html>

#### **TransUnion Security Freeze**

P.O. Box 160  
Woodlyn, PA 19094  
1-800-916-8800  
<https://www.transunion.com/credit-freeze>

Para solicitar una congelación de seguridad, deberá proporcionar parte o la totalidad de la siguiente información a la agencia de informes de crédito, dependiendo de si lo hace en línea, por teléfono o por correo:

1. Su nombre completo (incluyendo la inicial del segundo nombre, e incluso Jr., Sr., II, III, etc.);
2. Número de la Seguridad Social;
3. Fecha de nacimiento;
4. Si se mudó en los últimos cinco (5) años, proporcione las direcciones donde vivió durante los cinco años anteriores;
5. Comprobante de la dirección actual, como una factura actual de servicios públicos o una factura telefónica o acto de propiedad;
6. Una fotocopia legible de una tarjeta de identificación emitida por el gobierno (licencia de conducir del estado o tarjeta de identificación, identificación militar, etc.);
7. Tarjeta de Seguro Social, talón de pago o W2;
8. Si usted es víctima de robo de identidad, incluya una copia del informe policial, informe de investigación o queja ante una agencia de aplicación de la ley en relación con el robo de identidad;

Las agencias de informes de crédito tienen de uno (1) a tres (3) días hábiles después de recibir su solicitud para colocar un congelamiento de seguridad en su informe de crédito, según el método de su solicitud. Las agencias de crédito también deben enviarle una confirmación por escrito dentro de los cinco (5) días hábiles y proporcionarle un número de identificación personal (PIN) o contraseña (o ambos) únicos que pueda usar para autorizar la eliminación o el levantamiento del congelamiento de seguridad. Es importante mantener este PIN / contraseña en un lugar seguro, ya que lo necesitará para levantar o eliminar el bloqueo de seguridad.

Para levantar el congelamiento de seguridad con el fin de permitir que una entidad o individuo específico acceda a su informe de crédito, debe hacer una solicitud a cada una de las agencias de informes de crédito por correo, a través de su sitio web o por teléfono (utilizando la información de contacto anterior). Debe proporcionar una identificación adecuada (incluido el nombre, la dirección y el número de seguro social) y el número PIN o la contraseña que se le proporcionó cuando realizó el congelamiento de seguridad, así como las identidades de aquellas entidades o personas que le gustaría recibir su informe de crédito. También puede levantar temporalmente un congelamiento de seguridad durante un período de tiempo específico en lugar de para una entidad o individuo específico, utilizando la misma información de contacto anterior. Las agencias de crédito tienen entre una (1) hora (para solicitudes realizadas en línea) y tres (3) días hábiles (para solicitud realizada por correo) después de recibir su solicitud de levantar el congelamiento de seguridad para esas entidades identificadas o por el período de tiempo especificado.

Para eliminar el congelamiento de seguridad, debe hacer una solicitud a cada una de las agencias de informes de crédito por correo, a través de su sitio web o por teléfono (utilizando la información de contacto anterior). Debe proporcionar una identificación adecuada (nombre, dirección y número de seguro social) y el número PIN o contraseña que se le proporcionó cuando realizó el congelamiento de seguridad. Las agencias de crédito tienen entre una (1) hora (para solicitudes realizadas en línea) y tres (3) días hábiles (para solicitudes realizadas por correo) después de recibir su solicitud para eliminar el congelamiento de seguridad.



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PO Box 999  
Suwanee, GA 30024

52 1 13663 \*\*\*\*\*SNGLP

SAMPLE A. SAMPLE - L01

APT ABC



123 ANY ST

ANYTOWN, US 12345-6789



August 4, 2023

***RE: Important Security Notification  
Please read this entire letter.***

Dear Sample A. Sample:

We are writing to notify you regarding a data security incident that occurred on July 23, 2023. A database for a youth workforce development program administered by Commonwealth Corporation was inappropriately accessed by an unknown foreign entity. The database contains personally identifying information, including, in some instances, social security numbers. The database that was accessed is maintained by a third-party administrator contracted by CommCorp. Upon discovery, the database administrator immediately identified the vulnerability and blocked further unauthorized access to the system. There is no indication at this point that any personal information was retained or used. CommCorp is actively investigating this matter and will keep you informed regarding any developments that specifically affect or concern you.

Attached is a notice required under Massachusetts General Laws Chapter 93H that describes your right to place a security freeze on your credit reports free of charge and provides related information.

**What we are doing to protect your information:**

To help protect your identity, we are offering a complimentary 24-month membership of Experian's® IdentityWorks<sup>SM</sup>. 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: November 30, 2023** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: [https:// www.experianidworks.com/credit](https://www.experianidworks.com/credit)
- Provide your **activation code: ABCDEFGHI**

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 **833-637-2103** by November 30, 2023. Be prepared to provide engagement number **B100477** 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:

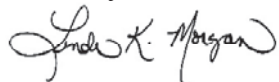
- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.\*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration agents are 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.

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 833-637-2103. 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).

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Sincerely,



Linda K. Morgan, Esq.  
Vice President of Legal Affairs and Administration

\* 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.

## MASSACHUSETTS GENERAL LAWS CHAPTER 93H

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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, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
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To remove the security freeze, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). 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 between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.

## LEYES GENERALES DE MASSACHUSETTS CAPÍTULO 93H

### AVISO SOBRE REQUISITOS

Según la ley de Massachusetts, usted tiene el derecho de obtener cualquier informe policial presentado con respecto a este incidente. Si usted es víctima de robo de identidad, también tiene derecho a presentar un informe policial y obtener una copia del mismo.

También puede colocar un congelamiento de seguridad en sus informes de crédito, de forma gratuita. Un congelamiento de seguridad prohíbe que una agencia de informes de crédito publique cualquier información del informe de crédito de un consumidor sin autorización por escrito. Sin embargo, tenga en cuenta que colocar un congelamiento de seguridad en su informe de crédito puede retrasar, interferir o impedir la aprobación oportuna de cualquier solicitud que realice para nuevos préstamos, hipotecas de crédito, empleo, vivienda u otros servicios. Según la ley federal, no se le puede cobrar por colocar, levantar o eliminar un congelamiento de seguridad.

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1. Su nombre completo (incluyendo la inicial del segundo nombre, e incluso Jr., Sr., II, III, etc.);
2. Número de la Seguridad Social;
3. Fecha de nacimiento;
4. Si se mudó en los últimos cinco (5) años, proporcione las direcciones donde vivió durante los cinco años anteriores;
5. Comprobante de la dirección actual, como una factura actual de servicios públicos o una factura telefónica o acto de propiedad;
6. Una fotocopia legible de una tarjeta de identificación emitida por el gobierno (licencia de conducir del estado o tarjeta de identificación, identificación militar, etc.);
7. Tarjeta de Seguro Social, talón de pago o W2;
8. Si usted es víctima de robo de identidad, incluya una copia del informe policial, informe de investigación o queja ante una agencia de aplicación de la ley en relación con el robo de identidad;

Las agencias de informes de crédito tienen de uno (1) a tres (3) días hábiles después de recibir su solicitud para colocar un congelamiento de seguridad en su informe de crédito, según el método de su solicitud. Las agencias de crédito también deben enviarle una confirmación por escrito dentro de los cinco (5) días hábiles y proporcionarle un número de identificación personal (PIN) o contraseña (o ambos) únicos que pueda usar para autorizar la eliminación o el levantamiento del congelamiento de seguridad. Es importante mantener este PIN / contraseña en un lugar seguro, ya que lo necesitará para levantar o eliminar el bloqueo de seguridad.

Para levantar el congelamiento de seguridad con el fin de permitir que una entidad o individuo específico acceda a su informe de crédito, debe hacer una solicitud a cada una de las agencias de informes de crédito por correo, a través de su sitio web o por teléfono (utilizando la información de contacto anterior). Debe proporcionar una identificación adecuada (incluido el nombre, la dirección y el número de seguro social) y el número PIN o la contraseña que se le proporcionó cuando realizó el congelamiento de seguridad, así como las identidades de aquellas entidades o personas que le gustaría recibir su informe de crédito. También puede levantar temporalmente un congelamiento de seguridad durante un período de tiempo específico en lugar de para una entidad o individuo específico, utilizando la misma información de contacto anterior. Las agencias de crédito tienen entre una (1) hora (para solicitudes realizadas en línea) y tres (3) días hábiles (para solicitud realizada por correo) después de recibir su solicitud de levantar el congelamiento de seguridad para esas entidades identificadas o por el período de tiempo especificado.

Para eliminar el congelamiento de seguridad, debe hacer una solicitud a cada una de las agencias de informes de crédito por correo, a través de su sitio web o por teléfono (utilizando la información de contacto anterior). Debe proporcionar una identificación adecuada (nombre, dirección y número de seguro social) y el número PIN o contraseña que se le proporcionó cuando realizó el congelamiento de seguridad. Las agencias de crédito tienen entre una (1) hora (para solicitudes realizadas en línea) y tres (3) días hábiles (para solicitudes realizadas por correo) después de recibir su solicitud para eliminar el congelamiento de seguridad.