

_____, 2023

[adresse]

NOTICE OF DATA BREACH

Dear [Client]:

We respect the privacy of your information, and we are writing to let you know about a data security incident that we believe involves some of your personal information.

WHAT HAPPENED?

On or about May 12, 2023, our firm (the "Firm," Parker Gallini LLP) became aware of a potential incident in which some of your personal information was disclosed improperly to a former employee.

WHAT INFORMATION WAS INVOLVED?

The data included personal information such as your name, address and other identifying information on your Documents, and your bank account information, as reflected on the Documents at issue.

We do not believe that any further personal information of yours was compromised, but we are continuing to monitor the situation and will let you know if we need to update this notice.

WHAT WE ARE DOING

Parker Gallini values your privacy and deeply regrets that this incident occurred. We are continuing to review the situation and will notify you if there are any significant developments. You should know that the Firm has in place both confidentiality policies and a written information security program ("WISP"). We are taking steps with all of our staff to make sure that these policies are understood and enforced.

In addition, we have continued to follow up with the former employee and they have indicated that they do not intend to misuse the information [and have disposed of the copies they maintained].

WHAT YOU CAN DO

Please also review the attachment to this letter (Steps You Can Take to Further Protect Your Information) for further information on steps you can take to protect your information and how to receive free credit monitoring services for one year.

FOR MORE INFORMATION

If you have any questions about this incident or this notice, please contact me or our firm administrator, Emily Claire Hicks (ehicks@parkergallini.com; phone +1 781 810 8991).

PARKER GALLINI

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Very truly yours,

Donald Parker
Partner

Steps You Can Take to Further Protect Your Information

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and 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 also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, including your state attorney general and the Federal Trade Commission (FTC).

To file a complaint with the FTC, go to IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

MA ONLY: You have the right to obtain a police report regarding the breach.

Credit Report Monitoring

Parker Gallini has arranged with Experian to provide you with credit monitoring services for one year, at no cost to you. The Experian IdentityWorksSM package provides you with the following benefits:

If you believe there was fraudulent use of your information as a result of this incident and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent. 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 from the date of the incident (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 Identity Restoration is available to you for 12 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.

While identity restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary 12-month membership. This product provides you with superior identity detection and resolution of identity theft. To 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: **GZ8D25KBR**

If you have questions about the product, need assistance with Identity Restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact

Experian's customer care team at 1-877-890-9332 by September 30, 2023. Be prepared to provide engagement number B097667 as proof of eligibility for the Identity Restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 12-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.¹
- Credit Monitoring: Actively monitors Experian file for indicators of fraud.
- 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 Insurance²: Provides coverage for certain costs and unauthorized electronic fund transfers.

Obtain and Monitor Your Credit Report

We recommend that you obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting www.annualcreditreport.com, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can access the request form at <https://www.annualcreditreport.com/requestReport/requestForm.action>. Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

Equifax
(866) 349-5191
www.equifax.com

Experian
(888) 397-3742
www.experian.com

TransUnion
(800) 888-4213
www.transunion.com

P.O. Box 740241
Atlanta, GA 30374

P.O. Box 2002
Allen, TX 75013

2 Baldwin Place
P.O. Box 1000
Chester, PA 19016

¹ Offline members will be eligible to call for additional report quarterly after enrolling.

² The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, as Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

Consider Placing a Fraud Alert on Your Credit Report

You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at www.annualcreditreport.com.

Take Advantage of Additional Free Resources on Identity Theft

We recommend that you review the tips provided by the Federal Trade Commission's Consumer Information website, a valuable resource with some helpful tips on how to protect your information. Additional information is available at <https://consumer.ftc.gov/identity-theft-and-online-security>.

For more information, please visit www.IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338).

Security Freeze

You have the right to put a security freeze on your credit file for free. A security freeze (also known as a credit freeze) makes it harder for someone to open a new account in your name. It is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may slightly delay your ability to apply for a new credit card, wireless phone, or any service that requires a credit check. You must separately place a security freeze on your credit file with each credit reporting agency. To place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement, or insurance statement. You may be required to set up an account with the credit reporting agency to manage the freeze as well.

There is no charge to request a security freeze or to remove a security freeze.

To contact the major credit reporting agencies about security freezes, follow these links:

- [Equifax](#)
- [Experian](#)
- [TransUnion](#)