

[Date]

[Individual Name]

Re: Notice of Data Breach

Dear [Name]:

We are writing to share important information about a recent data security incident that may have affected some of your personal information.

What Happened

In the fourth quarter of 2017, we and a number of our clients were alerted that we had been targeted in a wire transfer fraud campaign involving emails sent from a domain made to resemble that of ATG. Immediately after confirming the cyberattack, we brought in a leading third party forensic investigation firm, contacted law enforcement, and upgraded our IT systems to prevent any unauthorized data access. In particular, after receiving recommendations from consultants, we implemented a number of enhanced security measures including multifactor authentication for our Office 365 accounts.

While preliminary findings from the investigation supported the initial conclusion that the attack was confined to an electronic fund transfer scam, out of an abundance of caution we undertook a comprehensive review of relevant Office 365 accounts to establish whether any of them may have been compromised during the security incident. On April 30, 2018, evidence was discovered suggesting that certain .pdf attachments in a few user accounts may have been exposed during approximately a two week timeframe near the end of 2017 and may have contained personal information.

What Information Was Involved

On May 11, 2018, ATG determined that your personal information may have been exposed during this security incident. The affected information may have included your name, date of birth, phone number, home address, email address and social security number. The investigation has not found any evidence of unauthorized access to any other types of personal information.

What We Are Doing

Once we became aware of the cybersecurity attack, we took immediate steps to analyze and improve security and monitoring of all of our Office 365 accounts. As part of the investigation and remediation work, we also engaged forensic investigators, other cybersecurity experts and law enforcement officers. Although there appears to be little or no risk of harm to you as a result of this incident, we started working immediately to notify potentially impacted individuals once we established that the intrusion may have resulted in exposure of personal information.

Accordingly, to you and others who may have been inconvenienced by this unfortunate event, we are offering two years of complimentary credit monitoring and identity protection. You may sign up for this service by following the instructions included in **Attachment A**.

What You Can Do

Regardless of whether you elect to receive credit monitoring and identity protection services, we recommend that you remain vigilant in regularly reviewing and monitoring all account statements and credit histories to guard against any unauthorized transactions. If any suspicious or unusual activity is discovered, please contact your financial institution or call the number on the back of your payment card. **Attachment B** contains more information about steps you can take to protect against fraud and identity theft.

For More Information

First and foremost, we want to reinforce that keeping the personal data of our ATG team members safe and secure is of the utmost importance to us. We can assure you that as soon as we determined that some personal information may have been exposed, we took swift action to address the issue and protect everyone who may have been impacted. We sincerely regret that this incident occurred, and we apologize for any inconvenience that it may have caused.

If you have any questions regarding this matter, please feel free to call us at (913) 239-0050 or email us at HR@atginfo.com.

Sincerely,

Chris Herbig
Chief Operating Officer

ATTACHMENT A

For ATG team members affected by the recent cybersecurity attack, the following services are available for 24 months from the date of enrollment:

myIDcare Identity Protection Services: This service offers single bureau credit monitoring, dark web monitoring, fully managed recovery and \$1 million identity theft insurance. To enroll in this service, you will need to contact IDExperts, our identity protection service provider. You may sign up online at <https://app.myidcare.com/account-creation/protect> or by phone by calling 1-800-939-4170 using the redemption code* **[insert redemption code]**.

*Redemption codes can be activated through September 1st, 2018.

ATTACHMENT B

Provided below are names and contact information for the three major United States credit reporting agencies and additional information about steps you can take to: obtain a free credit report; to place a fraud alert, credit freeze, or credit lock on your credit report; and to protect your information. If you believe you are a victim of fraud or identity theft you should consider contacting your local law enforcement agency, your state's attorney general, or the Federal Trade Commission.

INFORMATION ON OBTAINING A FREE CREDIT REPORT

Residents of the United States are entitled to one free credit report annually from each of the three major credit reporting agencies. To order your free credit reports, visit www.annualcreditreport.com or call toll-free (877) 322-8228.

INFORMATION ON FRAUD ALERTS, CREDIT FREEZES AND CREDIT LOCKS

To place a fraud alert, credit freeze, or credit lock on your credit report, you must contact the one of the three credit reporting agencies below:

Equifax:	Experian:	TransUnion:
Consumer Fraud Division	Credit Fraud Center	TransUnion LLC
P.O. Box 740256	P.O. Box 9554	P.O. Box 2000
Atlanta, GA 30374	Allen, TX 75013	Chester, PA 19022-2000
1-888-766-0008	1-888-397-3742	1-800-680-7289
www.equifax.com	www.experian.com	www.transunion.com

Fraud Alert: To place a fraud alert, contact any of the three major credit reporting agencies listed above and request that a fraud alert be put on your file. The agency that you contacted must notify the other two agencies. A fraud alert is free and lasts 90 days, but can be renewed. A fraud alert indicates to anyone requesting your credit file that you suspect you are a possible victim of fraud. A fraud alert does not affect your ability to get a loan or credit. Instead, it alerts a business that your personal information might have been compromised and requires that business to verify your identity before issuing you credit. Although this may cause some short delay if you are the one applying for the credit, it might protect against someone else obtaining credit in your name.

Credit Freeze: To place a credit freeze, contact the three credit reporting agencies listed above and provide the personal information required by each agency. A credit freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report until the freeze is lifted. When a credit freeze is in place, no one—including you—can open a new account. As a result, 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. When you place a credit freeze, you will be provided a PIN to lift temporarily or remove the credit freeze. A credit freeze generally lasts until you lift or remove it, although in some jurisdictions it will expire after seven years. The cost to place a

credit freeze is typically between \$5.00 and \$10.00 each time you place a freeze, but may vary by jurisdiction. Certain jurisdictions may also permit a credit reporting agency to charge you similar fees to lift or remove the freeze. If you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift, or remove a credit freeze.

Credit Lock: Like a credit freeze, a credit lock restricts access to your credit report and prevents anyone from opening an account until unlocked. Unlike credit freezes, your credit can typically be unlocked online without delay. To lock your credit, contact all three credit reporting agencies listed above and complete a credit lock agreement. The cost of a credit lock varies by agency, which typically charges monthly fees.

ADDITIONAL STEPS YOU CAN TAKE TO PROTECT YOUR INFORMATION

Review Your Account Statements: Carefully review your bank, credit card, and other account statements every month to ensure that all of your account activity is valid. Report any questionable charges promptly and in writing to the card or account issuer.

Check Your Credit Report: Check your credit report periodically to ensure that all your information is correct. You can obtain a free credit report once per year by visiting www.annualcreditreport.com or by calling (877) 322-8228. Carefully reviewing your credit report can help you spot problems and address them quickly. If you have any questions about your credit report or notice any inaccuracies, contact the relevant consumer reporting agency promptly at the telephone number listed on the report.

Contact the Office of the State Attorney General: You may contact the Office of the State Attorney General at the contact information found in Attachment C.

Consult the Federal Trade Commission: You may also contact the United States Federal Trade Commission (“FTC”) for further information on fraud alerts, credit freezes, credit locks, and how to protect yourself from identity theft. The FTC can be contacted at 400 7th St. SW, Washington, DC 20024; telephone 1-877-382-4357; or www.consumer.gov/idtheft.

ATTACHMENT C

State Attorneys General Contact List

Alabama
501 Washington Avenue
P.O. Box 300152
Montgomery, AL 36130-0152
(334) 242-7300
<http://www.ago.state.al.us/>

Alaska
1031 W. 4th Avenue, Suite 200
Anchorage, AK 99501-1994
(907) 269-5602
<http://www.law.state.ak.us/index.html>

Arizona
1275 W. Washington Street
Phoenix, AZ 85007
(602) 542-4266
<http://www.azag.gov/>

Arkansas
323 Center St., Suite 200
Little Rock, AR 72201-2610
(800) 482-8982
<http://www.ag.arkansas.gov/>

California
1300 I St., Suite 1740
Sacramento, CA 95814
(916) 445-9555
<http://ag.ca.gov/>

Colorado
1300 Broadway, 10th Floor
Denver, CO 80203
(720) 508-6000
<http://www.coloradoattorneygeneral.gov/>

Connecticut
55 Elm Street
Hartford, CT 06106
(860) 808-5318
<http://www.ct.gov/ag/>

Delaware

820 N. French Street
Wilmington, DE 19801
(302) 577-8400
<http://attorneygeneral.delaware.gov/>

District of Columbia
441 4th Street, NW, Suite 1100S
Washington, DC 20001
(202) 727-3400
<http://oag.dc.gov/>

Florida
The Capitol, PL 01
Tallahassee, FL 32399-1050
(850) 414-3300
<http://myfloridalegal.com/>

Georgia
40 Capitol Square, SW
Atlanta, GA 30334-1300
(404) 656-3300
<http://law.ga.gov/>

Hawaii
425 Queen Street
Honolulu, HI 96813
(808) 586-1500
<http://ag.hawaii.gov/>

Idaho
700 W. Jefferson Street, Suite 210
P.O. Box 83720
Boise, ID 83720-1000
(208) 334-2400
<http://www.ag.idaho.gov/>

Illinois
100 W. Randolph Street
Chicago, IL 60601
(312) 814-3000
<http://illinoisattorneygeneral.gov/>

Indiana
302 West Washington Street, 5th Floor

Indianapolis, IN 46204

(317) 232-6201

<http://www.in.gov/attorneygeneral/>

Iowa

1305 E. Walnut

Des Moines, IA 50319

(515) 281-5164

<http://www.iowaattorneygeneral.gov>

Kansas

120 S.W. 10th Avenue, 2nd Floor

Topeka, KS 66612-1597

(785) 296-2215

<https://www.ag.ks.gov/>

Kentucky

700 Capitol Avenue, Suite 118

Frankfort, KY 40601

(502) 696-5300

<http://ag.ky.gov/>

Louisiana

P.O. Box 94095

Baton Rouge, LA 70804-4095

(225) 326-6000

<http://www.ag.state.la.us/>

Maine

State House Station 6

Augusta, ME 04333

(207) 626-8800

<http://www.maine.gov/ag/>

Maryland

200 St. Paul Place

Baltimore, MD 21202-2202

(410) 576-6300

<http://www.marylandattorneygeneral.gov/>

Massachusetts

1 Ashburton Place

Boston, MA 02108-1698

(617) 727-2200

<https://www.mass.gov/orgs/office-of-attorney-general-maura-healey>

Michigan
P.O. Box 30212
525 W. Ottawa Street
Lansing, MI 48909-0212
(517) 373-1110
<http://www.michigan.gov/ag>

Minnesota
75 Dr. Martin Luther King, Jr. Boulevard, Suite 102
Saint Paul, MN 55155
(651) 296-3353 or 1-800-657-3787 | TTY: (651) 297-7206 or 1-800-366-4812
<http://www.ag.state.mn.us/>

Mississippi
Department of Justice
P.O. Box 220
Jackson, MS 39205
(601) 359-3680
<http://www.ago.state.ms.us/>

Missouri
207 W. High Street
Jefferson City, MO 65101
(573) 751-3321
<http://ago.mo.gov/>

Montana
215 N. Sanders
Helena, MT 59620-1401
(406) 444-2026
<https://doj.mt.gov/>

Nebraska
State Capitol
P.O. Box 98920
Lincoln, NE 68509-8920
(402) 471-2682
<http://www.ago.ne.gov/>

Nevada
100 N. Carson Street
Carson City, NV 89701
(775) 684-1100
<http://ag.nv.gov/>

New Hampshire
33 Capitol Street

Concord, NH 03301

(603) 271-3658

<https://www.doj.nh.gov/index.htm>

New Jersey

25 Market Street

P.O. Box 080

Trenton, NJ 08625

(609) 292-8740

<http://nj.gov/oag/newsreleases18/pr20180116a.html>

New Mexico

P.O. Drawer 1508

Santa Fe, NM 87504-1508

(505) 490-4060

<https://www.nmag.gov/>

New York

The Capitol, 2nd Floor

Albany, NY 12224

(518) 474-7330

<http://www.ag.ny.gov/>

North Carolina

P.O. Box 629

Raleigh, NC 27602-0629

(919) 716-6400

<http://www.ncdoj.gov/>

North Dakota

600 E. Boulevard Avenue

Bismarck, ND 58505-0040

(701) 328-2210

<http://www.ag.state.nd.us>

Ohio

30 E. Broad Street

Columbus, OH 43266-0410

(614) 466-4320

<http://www.ohioattorneygeneral.gov/>

Oklahoma

313 NE 21st Street

Oklahoma City, OK 73105

(405) 521-3921

<http://www.oag.state.ok.us/>

Oregon

1162 Court Street, NE

Salem, OR 97301

(503) 378-6002

<http://www.doj.state.or.us/>

Pennsylvania

Strawberry Square, 16th Floor

Harrisburg, PA 17120

(717) 787-3391

<https://www.attorneygeneral.gov/>

Rhode Island

150 S. Main Street

Providence, RI 02903

(401) 274-4400

<http://www.riag.ri.gov/>

South Carolina

Rembert C. Dennis Office Building

P.O. Box 11549

Columbia, SC 29211-1549

(803) 734-3970

<http://www.scag.gov/>

South Dakota

1302 East Highway 14, Suite 1

Pierre, SD 57501-8501

(605) 773-3215

<http://atg.sd.gov/>

Tennessee

425 5th Avenue North

Nashville, TN 37243

(615) 741-3491

<http://www.tn.gov/attorneygeneral>

Texas

Capitol Station

P.O. Box 12548

Austin, TX 78711-2548

(512) 463-2100

<https://www.texasattorneygeneral.gov/>

Utah

State Capitol, Room 236
Salt Lake City, UT 84114-0810
(801) 538-9600
<http://attorneygeneral.utah.gov/>

Vermont
109 State Street
Montpelier, VT 05609-1001
(802) 828-3173
<http://ago.vermont.gov/>

Virginia
202 North Ninth Street
Richmond, VA 23219
(804) 786-2071
<http://www.oag.state.va.us/>

Washington
1125 Washington Street SE
P.O. Box 40100
Olympia, WA 98504-0100
(360) 753-6200
<http://www.atg.wa.gov>

West Virginia
1900 Kanawha Boulevard, E
Charleston, WV 25305
(304) 558-2021
<http://www.wvago.gov/>

Wisconsin
State Capitol, Room 114 East
P. O. Box 7857
Madison, WI 53707-7857
(608) 266-1221
<http://www.doj.state.wi.us>

Wyoming
State Capitol Building
Cheyenne, WY 82002
(307) 777-7841
<http://attorneygeneral.state.wy.us>