

AERO AIR at the
PORTLAND-HILLSBORO AIRPORT
2050 NE 25TH AVENUE
HILLSBORO, OR 97124

TOLL FREE 800.448.2376
TEL 503.640.3711
FAX 503.681.6513
WWW.AEROAIR.COM



February 2, 2017

Name
Address
Address

Dear Name:

Notice of Data Breach

Please read this letter in its entirety.

We are writing to inform you that as a result of a social engineering scam initiated by an unidentified individual, via e-mail, on January 11, 2017, some of your W-2 information may have been disclosed. The potentially compromised information may include your name, address, social security number and salary data.

While we have no evidence that any of your personal information was in fact compromised or that it has been misused in any manner, we are working diligently to ensure your financial security and help alleviate concerns you may have.

What is Aero Air, LLC ("Aero Air") doing to address this situation?

We have reviewed our networks and computers and confirmed that the security of our electronic systems has not been compromised. As such, it is our understanding that the only potentially exposed information was contained in the W-2s that were included. We are currently working with law enforcement in an effort to identify the unauthorized party who perpetrated the social engineering scheme and while the investigation is ongoing, we are doing everything we can to ensure the safety of your information.

As part of our efforts to help those employees who may have been impacted by this unfortunate situation, we are providing you with access to ***Triple Bureau Credit Monitoring**** services at no charge. These services provide you with alerts for twelve months, from the date of enrollment, when changes occur to any of one of your Experian, Equifax or TransUnion credit files. This notification is sent to you the same day that the change or update takes place with the bureau. These services will be provided by **CyberScout, formerly IDT911**, a company that specializes in identity theft education and resolution.

How do I enroll for the free services?

To enroll in **Credit Monitoring*** services at no charge, please log on to **https://www.myidmanager.com/promo_code.html** and follow the instructions provided. **When prompted, please provide the following unique code to receive services: <CODE HERE.>**

To take advantage of the **CyberScout** services, or to obtain additional information about these services, **please call the IDT911 help line 1-800-405-6108** and supply the fraud specialist with your unique code.

* Services marked with an "*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection and in order to confirm your identity.

What can I do on my own to address this situation?

If you choose not to use these services, **we are strongly urging all employees to at least do the following to protect themselves against potential identity theft and fraud:**

- Review your debit and credit card account statements, and immediately report any suspicious or unauthorized activity to your provider;
- Contact the three major credit reporting agencies to place a fraud alert and/or security freeze on your credit file; and
- Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTC) recommends that you check your credit reports.

If you choose to place a fraud alert on your own, you will need to contact one of the three major credit agencies directly at:

- Experian (1-888-397-3742)
- Equifax (1-800-525-6285)
- Transunion (1-800-680-7289)

Also, should you wish to obtain a credit report and monitor it on your own:

- **IMMEDIATELY** obtain free copies of your credit report and monitor them upon receipt for any suspicious activity. You can obtain your free copies by going to the following website: www.annualcreditreport.com or by calling them toll-free at 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204.
- **Upon receipt of your credit report**, we recommend that you review it carefully for any suspicious activity.
- Be sure to promptly report any suspicious activity to Aero Air or CyberScout.

You can also obtain more information about identity theft and ways to protect yourself from the Federal Trade Commission (FTC). The FTC has an identity theft hotline: 877-438-4338; TTY: 1-866-653-4261. They also provide information on-line at www.ftc.gov/idtheft.

For more information about identity theft and your tax records, we recommend that you visit the IRS Taxpayer Guide to Identity Theft at <http://www.irs.gov>. You may want to consider notifying the IRS that your tax records may be at risk by completing IRS Form 14039 (Identity Theft Affidavit) which can be located at <http://www.irs.gov/pub/irs-pdf/f14039.pdf>. You will need to send Form 14039 to the IRS along with a copy of your valid government-issued identification, such as a Social Security card, driver's license, or passport to the address on the form or by faxing to 1-855-807-5720.

Detailed below are a few things to keep in mind when filing Internal Revenue Service Form 14039:

- All documents, including your identification, must be clear and legible
- The identity theft marker will remain on your file for a minimum of three tax cycles
- Any returns containing your social security number will be reviewed by the IRS for possible fraud
- The marker may delay the processing of any legitimate tax returns

* Services marked with an "*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection and in order to confirm your identity.

What if I want to speak with Aero Air regarding this incident?

If you have any questions regarding the incident or the contents of this letter, please contact Human Resources at hr.info@aeroair.com or 503-640-3711.

We at Aero Air take our responsibilities to protect your personal information very seriously. We sincerely apologize for any inconvenience you may experience.

Sincerely,

Kevin McCullough
President