

# AMERIFLIGHT

1515 West 20th St.  
DFW Airport, TX 75261

March 28, 2017

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## Notice of Data Breach

Dear Sample A Sample,

This letter is sent to you on behalf of Ameriflight, LLC (the "Company") to alert you to an important matter.

**What Happened:** The Company recently learned that during the week of March 20, 2017 an unauthorized person posed as an executive of the Company and sent an email to a number of employees requesting certain employment-related information. One of the Company's employees responded to such email by sending a document containing certain personal information about the employees of the Company.

**What Information Was Involved:** The personal information provided in response to the fraudulent email included names, addresses, social security numbers, wages paid and taxes withheld for 2016.

**What We Are Doing:** As soon as the matter was brought to the attention of the Company's President, the Company undertook an investigation to assess this incident and to determine what steps can be taken to prevent such incidents in the future. The Company has notified local law enforcement and has reminded its employees handling personal information of the need to be cautious about requests for sensitive information, as well as the ongoing need to be extremely careful with how such information is used, even if for appropriate Company business.

**What You Can Do:** While we do not know the intent of the individual(s) behind this incident, we want you to be aware that some of personal information may be at risk of being misused. Because of this, you should be vigilant concerning your personal information, including your credit and other financial information. Even if you do not find any suspicious activity on your credit reports, you should check your credit reports periodically. You also may wish to consider placing a fraud alert or security freeze on your credit file. A fraud alert requires creditors to contact you before they open any new accounts or change your existing accounts. A security freeze prohibits a credit reporting agency from releasing any information from your credit report without your written authorization. Contact information for the three major national credit bureaus is attached. **Additional information is also attached for residents of the states noted on the attachment.**

If you have reason to believe that any of your personal information is being misused, you should contact local law enforcement and file a police report. In such an event, creditors may want a copy of a police report to absolve you of any fraudulent debts.

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The Company has also arranged with Experian to assist you with related matters and for your enrollment at your option and at no cost to you for at least 12 months with their Identity Works program. 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 this offer is available to you for one-year 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 at this site.

While Identity Restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks<sup>SM</sup> as a complimentary one-year 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: June 30, 2017** (Your code will not work after this date.)
- Visit the Experian IdentityWorks website to enroll: [www.experianidworks.com/3bplusone](http://www.experianidworks.com/3bplusone)
- Provide your **activation code: ABCDEFGHI**

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 877-890-9332 by **June 30, 2017**. Be prepared to provide engagement number **ENGAGEMENT** as proof of eligibility for the identity restoration services by Experian. 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, Equifax and Transunion files for indicators of fraud.
- ◆ **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.

**For More Information:** Please refer to [www.ExperianIDWorks.com/restoration](http://www.ExperianIDWorks.com/restoration) for additional information on ways to reduce the risk of identity theft or fraud on your accounts. The Company has also arranged for an Experian call center professional to assist with any questions you may have regarding this incident or their product offering. They may be contacted at **877-890-9332**.

Please be assured that the Company takes its responsibility to protect sensitive personal information very seriously and we regret any inconvenience this incident may cause you.

Sincerely,



Brian Randow  
President & CEO  
Ameriflight LLC

## Credit Bureau Information and Additional Notifications for Residents of Certain States

For residents of California, Hawaii, Iowa, Maryland, Michigan, Missouri, North Carolina, Oregon, Vermont, Virginia, West Virginia, and Wyoming:

It is required by state laws to inform you that you may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. It is recommended by state law that you remain vigilant for incidents of fraud and identify theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity. You may obtain a free copy of your credit report and information about steps you can take to avoid identity theft by contacting any one or more of the following national consumer reporting agencies:

### **Equifax**

P.O. Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
[www.equifax.com](http://www.equifax.com)

### **Experian**

P O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

### **TransUnion**

P O. Box 6790  
Fullerton, CA 92834-6790  
1-800-888-4213  
[www.transunion.com](http://www.transunion.com)

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For residents of Iowa:

State law advises you to report any suspected identity theft to law enforcement or to the Attorney General.

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For residents of Oregon:

State laws advise you to report any suspected identity theft to law enforcement, as well as the Federal Trade Commission.

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For residents of Maryland and North Carolina:

You can obtain information from the Maryland and North Carolina Offices of the Attorneys General and the Federal Trade Commission about steps you can take to avoid identity theft.

### **Maryland Office of the Attorney General**

Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
1-888-743-0023  
[www.oag.state.md.us](http://www.oag.state.md.us)

### **North Carolina Office of the Attorney General**

Consumer Protection Division  
9001 Mail Service Center  
Raleigh, NC 27699-9001  
1-877-566-7226  
[www.ncdoj.com](http://www.ncdoj.com)

### **Federal Trade Commission**

Consumer Response Center  
600 Pennsylvania Avenue, NW  
Washington, DC 20580  
1-877-IDTHEFT (438-4338)  
[www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/)

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For residents of Illinois:

It is required by state law to inform you that you can obtain information from the national consumer reporting agencies and the Federal Trade Commission about fraud alerts and security freezes.

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For residents of Massachusetts and West Virginia:

It is required by state law that you are informed of your right to obtain a police report if you are a victim of identity theft. You also have the right to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent; however, using a security freeze may delay your ability to obtain credit.

To place a security freeze on your credit report, you need to send a request to a consumer reporting agency by certified mail, overnight mail, or regular stamped mail. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number, (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. The consumer reporting agency may charge a fee of \$5.00 (for Massachusetts residents) or up to \$10.00 (for West Virginia residents) to place a freeze or lift or remove a freeze, unless you are a victim of identity theft or the spouse of a victim of identity theft, and you have submitted a valid police report relating to the identity theft incident to the consumer reporting agency.

### **Equifax Security Freeze**

P.O. Box 105788  
Atlanta, Georgia 30348  
[www.equifax.com](http://www.equifax.com)

### **Experian Security Freeze**

P.O. Box 9554  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)

### **TransUnion**

P.O. Box 6790  
Fullerton, CA 92834-6790  
[www.transunion.com](http://www.transunion.com)