

May 17, 2018

[REDACTED]
[REDACTED]
[REDACTED]

Re: **Notice of Data Breach**

Dear [REDACTED],

What Happened. Cactus Wellhead, LLC greatly values you as an employee and respects the privacy of your information, which is why we are writing to inform you that we recently learned that certain of your personal information was released as part of an associate's response to a phishing email directed to the company by someone impersonating a senior member of management.

What Information Was Involved. This incident took place on May 9, 2018 and resulted in the unauthorized release of your Form W2 for 2017, which contained your name, address, and social security number. The impersonator also tried to gain access to your birthdate, but we were able to halt the progress of the scam before that occurred, and your birthdate was not released.

What We Are Doing. We have been working with the assistance of outside resources to help you avoid, or at least minimize, any negative consequences.

We are in the process of reporting the incident to the appropriate state agencies and federal authorities to initiate an investigation. Our notification to you has not been delayed as a result of any law enforcement investigation.

In addition to other assistance described in this letter, Cactus Wellhead is providing each impacted employee with free identity theft protection services through ID Experts®, the data breach and recovery services expert, to provide you with MyIDCare™ for two years. With this protection, MyIDCare will help you resolve issues if your identity is compromised. We strongly encourage you to register for this identity theft protection service, which is being provided at no cost to you. To enroll, please visit <https://app.myidcare.com/account-creation/protect> or call 1-866-329-9984 and provide the following membership enrollment code: [REDACTED].

Your 2-year MyIDCare membership will include the following credit monitoring and recovery services:

- Tri-Bureau Credit Monitoring - Monitors any changes reported by Experian, Equifax and TransUnion Credit Bureaus to your credit report.
- CyberScan Monitoring - Monitors criminal websites, chat rooms, and bulletin boards for illegal selling or trading of your personal information.
- Access to the ID Experts Team - Access to an online resource center for up-to-date information on new identity theft scams, tips for protection, legislative updates and other topics associated with maintaining the health of your identity.
- Complete Recovery Services - Should you believe that you are a victim of identity theft, MyIDCare will work with you to assess, stop, and reverse identity theft issues.
- Identity Theft Insurance - In the event of a confirmed identity theft, you may be eligible for reimbursement of up to \$1,000,000 for expenses related to that theft.

What You Can Do. We are notifying you so you can take additional actions to minimize or eliminate potential personal harm. Because this is a serious incident, in addition to taking advantage of the MyIDCare™ coverage discussed above, **we strongly encourage you to consider taking the following additional preventive measures to help detect and mitigate any misuse of your information:**

1. Closely monitor your financial accounts and promptly contact your financial institution if you notice any unusual activity. You may also wish to contact your credit or debit card issuer(s) to determine whether a new card should be issued and whether additional levels of security or protective measures should be placed on your account(s).
2. We strongly encourage you to report any incidents of suspected identity theft to your local law enforcement, the Federal Trade Commission, and your state attorney general.
3. We also recommend that you monitor your free credit reports. You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <https://www.annualcreditreport.com>, by 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.
4. You also may want to place a security freeze on your credit files by calling each of the three credit reporting agencies. Freezing credit files will prevent someone from using your personal information to open new accounts or borrow money in your name. Please understand that when you place the freeze, you will not be able to borrow money, obtain instant credit, or get a new credit card unless you temporarily or permanently remove the freeze. You might incur fees to freeze or unfreeze credit files. To further minimize any impact on you, Cactus Wellhead will reimburse you for any such fees you might incur.

5. You may also wish to open an online account with the Social Security Administration and utilize the additional security features the SSA now offers. You can do this by visiting <https://www.ssa.gov/myaccount/verifyandprotectid.html> to create an online account, and the additional security features offered by the SSA are described on the same page under the caption "If You Want Extra Security." Although it is not mandatory, we recommend that you consider taking advantage of the extra security offered by the SSA.

Under applicable law, we are not required to notify the three major credit reporting agencies of this incident, although we strongly encourage you to contact the credit reporting agencies directly to notify them, receive credit alerts, or freeze your credit files. Contact information for the three agencies is provided below:

Equifax	Experian	TransUnion
P.O. Box 740241 Atlanta, GA 30374 1-888-685-1111 (general) 1-888-766-0008 (fraud alert) 1-800-685-1111 (security freeze) www.freeze.equifax.com	P.O. Box 2104 Allen, TX 75013 1-888-397-3742 www.experian.com/freeze	P.O. Box 2000 Chester, PA 19022 1-800-888-4213 (general) 1-800-680-7289 (identity theft and fraud) www.transunion.com/credit-freeze/place-credit-freeze

You may also contact the Federal Trade Commission to receive information about fraud alerts, security freezes, and preventing identity theft:

1-877-ID-THEFT (877-438-4338)
 Federal Trade Commission
 600 Pennsylvania Avenue, NW
 Washington, DC 20580
<https://www.consumer.ftc.gov/features/feature-0014-identity-theft>

Maryland residents may wish to review information provided by the Maryland Attorney General at <https://www.oag.state.md.us/idtheft/businessGL.htm>, by calling 888-743-0023, or writing to the Office of the Attorney General, 200 St. Paul Place, Baltimore, MD 21202. Maryland residents may contact the attorney general for information about preventing identity theft.

We sincerely regret this incident and any inconvenience it may cause. We will do everything we can to mitigate any negative consequences of this unfortunate incident. We also want you to know that we have determined the cause of the incident and are taking action to prevent future incidents of this nature.

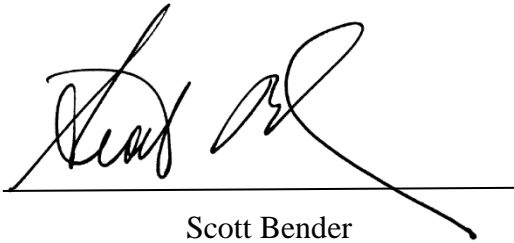
In particular, we are working to upgrade our policies, training, and systems to ensure that all associates can better recognize phishing emails, and we are implementing

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procedures to ensure that information like this cannot be accessed or sent out without approvals from two members of senior management.

For More Information. Thanks for your ongoing patience and understanding as we work through this process. Please call [REDACTED] with any questions or to receive further assistance.

Sincerely,



Scott Bender