



Travel Events Groups

Corporate Travel Planners, (“CTP”) respects the privacy of employees’ personal information and takes measures to safeguard such information. As a precautionary measure, we are writing to inform you of a data security incident that involves your personal information.

On February 2, 2017, CTP verified a breach of its digital information by an external source. CTP believes that the breach occurred on or about Feb. 2, 2017. The affected digital information included certain employee data, such as name, social security number, address, and salary information. CTP has confirmed unauthorized access to employee W-2 forms but not to bank or direct deposit information.

We are not aware of any specific misuse of your personal information at this time. **However, we are notifying you of this incident so that you have the information and tools necessary to help detect and prevent any misuse of your personal information.**

We suggest that you remain vigilant by carefully reviewing your account statements and monitoring your free credit reports during the next 12 to 24 months to make certain there have been no unauthorized transactions or unauthorized new accounts opened in your name.

You should consider contacting any one of the three major consumer reporting agencies and place a “fraud alert” on your credit file. A fraud alert tells creditors to contact you before they open any new accounts or change your existing accounts. Each of the consumer reporting agencies will send you a credit report free of charge for your review. We recommend that you review your credit report and continue to monitor it for any suspicious activity or signs of fraud. The contact information for the three major consumer reporting agencies is as follows:

Equifax	Experian	TransUnion
(800) 685-1111	(888) 397-3742	(800) 916-8800
www.equifax.com	www.experian.com	www.transunion.com
P.O. Box 740241	535 Anton Blvd., Suite 100	P.O. Box 6790
Atlanta, GA 3037	Costa Mesa, CA 92626	Fullerton, CA 92834

You may contact the consumer reporting agencies listed above or the Federal Trade Commission (“FTC”) for information about fraud alerts or security freezes and information about steps you may take to prevent identity theft. To file a complaint with the FTC, go to www.ftc.gov/idtheft 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. A comprehensive guide from the FTC to help you guard against and deal with identity theft, can be found on the FTC's website at <https://www.ftc.gov/news-events/press-releases/2012/06/ftc-advises-consumers-what-do-if-their-identity-stolen>.

We apologize for any inconvenience or concern that this situation may cause. Please be assured that we take the privacy of the data of our employees very seriously, and we are dedicated to using our best efforts to continually assess and improve our security measures in order to protect

that data. In response to this breach, CTP will be taking measures to protect employee data from further security breaches.

If you would like obtain further information or assistance, please contact me at 210-293-8677 or sdominguez@ctptravelservices.com.

Sincerely,

Corporate Travel Planners
Stacie Dominguez
Vice President of Human Resources