

KEPRO
424 Church Street
Suite 1370
Nashville, Tennessee 37291

June 12, 2019

Notice of Data Security Incident

This letter is sent to you on behalf of Keystone Peer Review Organization, Inc. d/b/a KEPRO (the "Company" or "KEPRO"), to alert you to an important matter.

What Happened: On May 10, 2019, KEPRO's senior management learned that earlier that month or in the prior month a temporary employee shared with a third party a set of electronic files containing U.S. Customs and Immigration Services I-9 forms for individuals employed with KEPRO prior to July 2018. Although the temporary employee shared these files in an effort to perform certain tasks that were assigned to her, the third party was not authorized by the Company to have access to this information. The Company is continuing to investigate this matter and is providing you this notice now in an abundance of caution.

What Information Was Involved: The information accessed by the third-party individual included U.S. Customs and Immigration Services I-9 forms for individuals employed with KEPRO prior to July 2018. Personal information listed on I-9 forms includes, but is not limited to, employee name, address, Social Security number, birth date, and citizenship status.

What We Are Doing: As soon as the matter was brought to the attention of the Company's senior management, the Company undertook an internal investigation, including conducting interviews with the temporary employee and the third-party individual. KEPRO is in the process of attempting to obtain and analyze all devices on which the affected I-9 files were accessed without authorization. While KEPRO has policies in place that address the proper handling and security of sensitive data, in light of this incident the Company is also evaluating how it should instruct its employees further about data handling and security concerns.

What You Can Do: We want you to be aware that as a result of this incident some of your personal information may be at risk of being misused. While we have no knowledge that any such misuse has occurred or has been threatened, because of this risk, 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 and the Federal Trade Commission 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.

Other Important Information Regarding Credit Monitoring: The Company has also arranged with ID Experts to provide you with up to twelve months of credit monitoring at no charge to you. If you would like to use or have questions about this service, please contact ID Expert's customer care team at **1-800-939-4170 by September 15, 2019**. Be prepared to provide the following enrollment code, KEPRO, as proof of eligibility for this monitoring service, on ID Expert's website: <https://app.myidcare.com/account-creation/protect>.

For More Information: If you have any other questions concerning this matter, please contact the Company at: (1) the address listed above, or (2) the following toll free number, **1-800-939-4170**.

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

Sincerely,

Rose Ungaro
Vice President, Human Resources

Credit Bureau Information and Additional Notifications for Residents of Certain States

For residents of Arizona, California, Colorado, Illinois, Iowa, Maryland, Michigan, Missouri, New Mexico, North Carolina, Oregon, Rhode Island, Vermont, Virginia, Washington, 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 laws that you remain vigilant for incidents of fraud and identify theft by reviewing credit card and other personal account statements and monitoring your credit report for unauthorized activity and to detect errors. You may obtain a free copy of your credit report, information about fraud alerts and security/credit freezes, and information about steps you can take to avoid identity theft by contacting any one or more of the following national consumer reporting agencies, or the Federal Trade Commission:

Equifax

P.O. Box 105788
Atlanta, GA 30348
1-800-685-1111
www.equifax.com

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com

TransUnion

P.O. Box 2000
Chester, PA 19016-2000
1-800-680-7289
www.transunion.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/

For residents of Iowa:

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

For residents of Oregon:

State law advises you to report any suspected identity theft to law enforcement, including the Attorney General, and the Federal Trade Commission.

For residents of Maryland and North Carolina:

Residents of Maryland, North Carolina, and Rhode Island can obtain information about steps you can take to avoid identity theft from their respective Office of the Attorney General and the Federal Trade Commission. The contact information for each such agency is below.

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

North Carolina Office of the Attorney General

Consumer Protection
Division
9001 Mail Service Center
Raleigh, NC 27699
1-877-566-7226
www.ncdoj.gov

Rhode Island Office of the Attorney General

Consumer Protection
Division
150 South Main Street
Providence, RI 02903
(401) 274-4400
www.riag.ri.gov

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/

For residents of Connecticut, Massachusetts, Rhode Island and West Virginia:

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 each consumer reporting agency online, by phone, or by certified mail, overnight mail, or regular stamped mail. Depending upon the consumer reporting agency and the method of submission the required information to place a security freeze on your credit file may vary. However, the following information is typically required 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) addresses for the past two years; (5) one copy of a government issued identification card, such as a driver's license, state ID card, etc.; and (6) any applicable incident report or complaint with a law enforcement agency.

Equifax

P.O. Box 105788
Atlanta, GA 30348
1-800-685-1111
www.equifax.com

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com

TransUnion

P.O. Box 2000
Chester, PA 19016-2000
1-800-680-7289
www.transunion.com

For residents of New Mexico:

Under the federal Fair Credit Reporting Act, you have certain rights concerning your credit report. These rights include annual access to a copy of your credit report without charge, the right to dispute incorrect credit report information, and the right to place a free security freeze. More information about your rights under this Act are available at the following link:

<https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.

For Residents of Massachusetts and Rhode Island:

You also have the right to file or obtain a police report.

For Residents of West Virginia:

You also have the right to place a fraud alert on your credit file. A fraud alert notifies prospective users of your credit report that you may be a victim of fraud, including identity theft. Such users of your credit report are encouraged to take reasonable steps to confirm your identity before completing a request for credit. Fraud alert will remain on your credit report for one year. To place a fraud alert on your credit report, you may contact any one of the three major consumer reporting agencies at the contact information below:

Equifax

P.O. Box 105788
Atlanta, GA 30348
1-800-685-1111
www.equifax.com

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
www.experian.com

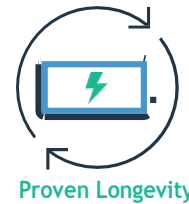
TransUnion

P.O. Box 2000
Chester, PA 19016-2000
1-800-680-7289
www.transunion.com

MyIDCare Features

Identity & Financial Monitoring

- **Credit Monitoring:** Single bureau credit monitoring alerts members to activity affecting their credit score.
- **CyberScan™:** Proprietary technology scours the Dark Web for illegal selling and trading of Social Security and driver's license numbers, credit card and bank account information, and much more.
- **Password Detective:** Verify if your current or proposed password has been compromised on the Dark Web.



Proven Longevity

Financial Protection

- **Lost Wallet Recovery Services:** We'll help cancel or replace missing items, such as driver's licenses and credit cards.



Personal & Attentive

Access to ID Care Team

- If your identity is stolen, our ID Care Team works with you to restore your identity to pre-theft status.



Flexible & Adaptable

\$1M Reimbursement Insurance

- Individuals who become victims of identity theft are eligible for up to \$1 million in reimbursement for related expenses, including stolen funds, legal expenses, and lost wages.



Fully-Managed Restoration

Fully-Managed Restoration

- Fully-managed ID theft recovery protection services will help you resolve issues if your identity is compromised.