



Return Mail Processing  
P.O. Box 468  
Claysburg, PA 16625-0468

March 3, 2016

##B7654-L01-0123456 0001 00000001 \*\*\*\*\*9-OELZZ 123

SAMPLE A SAMPLE



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ANYTOWN, US 12345-6789



**RE: Notice of Data Security Incident**

Sample A Sample:

I am writing to inform you that the Evening Post Industries has been the targeted victim of an email spoofing incident, and that the security of your personal information contained on an Internal Revenue Service (IRS) Tax Form W-2 may be at risk as a result of this incident. While we are unaware of any actual or attempted misuse of this information, we take this incident very seriously and are providing this notice to ensure that you are aware of the incident, so that you may take steps to protect your personal information should you feel it is appropriate to do so.

**What Happened?** On Friday, February 26, 2016, Evening Post Industries was the targeted victim of an email spoofing incident. Through this incident, a request was made for a summary of all 2015 employee W2 information – to include all affiliates. Unfortunately this information was provided before we discovered that the request was made from a fraudulent account, by an individual purporting to be John Barnwell.

**What Information Was Involved?** A summary of IRS Tax Form W-2 was sent in response to the fraudulent email. An IRS Tax Form W-2 includes the following categories of information: (1) the employee’s name; (2) the employee’s address; (3) the employee’s Social Security number; and, (4) the employee’s wage information.

**What We Are Doing?** We take this incident, and the security of your personal information, very seriously. Evening Post Industries has stringent security measures in place to protect the security of information in our possession, and, as a result of this incident, we are working to implement additional safeguards and provide additional mandatory training to our employees on safeguarding the privacy and security of information on our systems.

In addition to notifying individuals impacted by this incident, we notified our Board of Directors and our Division Heads of the attack. We have also notified our external auditors. We consulted with our cyber security advisors on how to best provide prompt notice of this incident, and helpful tools and information, to you. We will also be notifying law enforcement and certain state regulators about this incident.

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Additionally, we are offering all affected individuals two (2) years of free credit monitoring and identity restoration services with Experian's® ProtectMyID Elite product. The enclosed Information on Protecting Against Identity Theft and Fraud contains instructions on how to enroll and receive these free services, as well as more information on how to better protect against identity theft and fraud.

***What You Can Do?*** You can review the enclosed Information on Protecting Against Identity Theft and Fraud. You can also enroll to receive the twenty-four (24) months of free credit monitoring and identity restoration services.

***For More Information.*** We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, please call our dedicated assistance line at (877) 237-4971, Monday through Friday, 9 a.m. to 7 p.m. EST. Please use reference number 1122022916 when calling.

Evening Post Industries takes the privacy of the personal information in our care seriously. We sincerely regret any inconvenience or concern this incident has caused you.

Sincerely,

A handwritten signature in black ink that reads "John D. Barnwell". The signature is written in a cursive style with a large, looped initial "J".

John Barnwell

## **STEPS YOU CAN TAKE TO PREVENT IDENTITY THEFT AND FRAUD**

While we continue to investigate, you may take action directly to further protect against possible identity theft or financial loss.

We encourage you to file your tax returns as soon as possible, if you have not already done so. You can also contact the IRS at [www.irs.gov/Individuals/Identity-Protection](http://www.irs.gov/Individuals/Identity-Protection) for helpful information and guidance on steps you can take to prevent a fraudulent tax return from being filed in your name and what to do if you become the victim of such fraud. You can also visit <https://www.irs.gov/uac/Taxpayer-Guide-to-Identity-Theft> for more information.

We also encourage you to enroll in the credit and identity monitoring services by following the enrollment instructions below:

### **Activate ProtectMyID Now in Three Easy Steps**

1. **ENSURE That You Enroll By:** 6/30/16 (Your code will not work after this date.)
2. **VISIT the ProtectMyID Web Site to enroll:** [www.protectmyid.com/enroll](http://www.protectmyid.com/enroll)
3. **PROVIDE Your Activation Code: ABCDEFGHI**

If you have questions or need an alternative to enrolling online, please call 877-441-6943 and provide engagement #: PC99616.

### **ADDITIONAL DETAILS REGARDING YOUR 24-MONTH PROTECTMYID MEMBERSHIP:**

A credit card is not required for enrollment.

Once your ProtectMyID membership is activated, you will receive the following features:

- **Free copy of your Experian credit report**
- **Surveillance Alerts for:**
  - **Daily 3 Bureau Credit Monitoring:** Alerts of key changes & suspicious activity found on your Experian, Equifax®, and TransUnion® credit reports.
  - **Internet Scan:** Alerts if your personal information is located on sites where compromised data is found, traded or sold.
  - **Change of Address:** Alerts of any changes in your mailing address.
- **Identity Theft Resolution & ProtectMyID ExtendCARE:** Toll-free access to US-based customer care and a dedicated Identity Theft Resolution agent who will walk you through the process of fraud resolution from start to finish for seamless service. They will investigate each incident; help with contacting credit grantors to dispute charges and close accounts including credit, debit and medical insurance cards; assist with freezing credit files; contact government agencies.
  - It is recognized that identity theft can happen months and even years after a data breach. To offer added protection, you will receive ExtendCARE™, which provides you with the same high-level of Fraud Resolution support even after your ProtectMyID membership has expired.
- **\$1 Million Identity Theft Insurance\*** Immediately covers certain costs including, lost wages, private investigator fees, and unauthorized electronic fund transfers.
- **Lost Wallet Protection:** If you misplace or have your wallet stolen, an agent will help you cancel your credit, debit, and medical insurance cards.

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Once your enrollment in ProtectMyID is complete, you should carefully review your credit report for inaccurate or suspicious items. If you have any questions about ProtectMyID, need help understanding something on your credit report or suspect that an item on your credit report may be fraudulent, please contact Experian's customer care team at 877-441-6943.

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports and explanation of benefits forms for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

At no charge, you can also have these credit bureaus place a "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because it tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. Should you wish to place a fraud alert, or should you have any questions regarding your credit report, please contact any one of the agencies listed below.

Equifax	Experian	TransUnion
P.O. Box 105069	P.O. Box 2002	P.O. Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19022-2000
800-525-6285	888-397-3742	800-680-7289
<a href="http://www.equifax.com">www.equifax.com</a>	<a href="http://www.experian.com">www.experian.com</a>	<a href="http://www.transunion.com">www.transunion.com</a>

You may also place a security freeze on your credit reports. A security freeze prohibits a credit bureau from releasing any information from a consumer's credit report without the consumer's written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services. If you have been a victim of identity theft, and you provide the credit bureau with a valid police report, it cannot charge you to place, list or remove a security freeze. In all other cases, a credit bureau may charge you a fee to place, temporarily lift, or permanently remove a security freeze. You will need to place a security freeze separately with each of the three major credit bureaus listed above if you wish to place a freeze on all of your credit files. To find out more on how to place a security freeze, you can use the following contact information:

Equifax Security Freeze	Experian Security Freeze	TransUnion Security Freeze
P.O. Box 105788	P.O. Box 9554	P.O. Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19022-2000
1-800-685-1111	1-888-397-3742	888-909-8872
(NY residents please call 1-800-349-9960)	<a href="http://www.experian.com/freeze/center.html">www.experian.com/freeze/center.html</a>	<a href="http://www.transunion.com/freeze">www.transunion.com/freeze</a>
<a href="http://www.equifax.com/help/credit-freeze/en_cp">www.equifax.com/help/credit-freeze/en_cp</a>		

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\*Identity theft insurance is underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. (AIG). The description herein is a summary and intended for informational purposes only and does not include all terms, conditions and exclusions of the policies described. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

You can further educate yourself regarding identity theft, fraud alerts, and the steps you can take to protect yourself, by contacting the Federal Trade Commission or your state Attorney General. **For North Carolina residents**, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001, 1-919-716-6400, [www.ncdoj.gov](http://www.ncdoj.gov). **For Maryland residents**, the Attorney General can be contacted at 200 St. Paul Place, 16<sup>th</sup> Floor, Baltimore, MD 21202, 1-888-743-0023, [www.oag.state.md.us](http://www.oag.state.md.us). The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, [www.ftc.gov/idtheft/](http://www.ftc.gov/idtheft/), 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. Instances of known or suspected identity theft should also be reported to law enforcement.

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I am writing in follow up to my February 27<sup>th</sup> note about the recent email spoofing incident that may affect the security of your personal information. While we are unaware of any actual or attempted misuse of this information, we take this incident very seriously and are following up my previous note to provide you with information and access to resources so that you can protect your personal information should you feel it is appropriate to do so.

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Allen, TX 75013  
888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 2000  
Chester, PA 19022-2000  
800-680-7289  
[www.transunion.com](http://www.transunion.com)

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P.O. Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
(NY residents please call  
1-800-349-9960)  
[www.equifax.com/help/credit-freeze/en\\_cp](http://www.equifax.com/help/credit-freeze/en_cp)

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

TransUnion Security Freeze  
P.O. Box 2000  
Chester, PA 19022-2000  
888-909-8872  
[www.transunion.com/freeze](http://www.transunion.com/freeze)

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