

21 March 2016

[Employee/Former Employee Address]

[Address Line 1]

[Address Line 2]

We respect the privacy of your information, which is why we are writing to let you know about a data security incident involving your personal information that occurred on 10 March 2016. This letter supplements the information contained in the email that you may have previously received and more fully describes what happened and what you should do now.

**What Happened?** On 10 March 2016, Lanyon was the target of a phishing email scheme that purported to be from a Lanyon executive leader and requested personal information about employees.

**What Information Was Involved?** The information involved included the personal information found in your W-2, including your: (i) full name; (ii) home address; (iii) social security number; and (iv) 2015 earnings as a Lanyon employee or intern. The information involved did not include (i) any other information that may have been available or provided during your Lanyon onboarding process; (ii) employee background check screening; (iii) health information; or (iv) other demographic information.

**What We Are Doing.** We are in process of implementing additional security measures and user education designed to prevent a recurrence of a fraudulent phishing scheme. We are also working with the United States Internal Revenue Service, Criminal Investigation Unit, to help them identify the taxpayer information at risk so that the agency can take appropriate measures to identify attempted fraudulent tax filings.

As an added precaution, we have arranged to have AllClear ID protect your identity for 36 months, at no cost to you. The following identity protection services start on the date of this notice and you can use them at any time during the next 36 months:

**AllClear SECURE:** The team at AllClear ID is ready and standing by if you need identity repair assistance. This service is automatically available to you with no enrollment required so long as you enroll in AllClear Pro. If a problem arises, simply call 1-877-676-0379 and a dedicated investigator will help recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

**AllClear PRO:** This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. To use the PRO service, you will need to provide your personal information to AllClear ID. You may sign up online at [enroll.allclearid.com](http://enroll.allclearid.com) using the following redemption code: {RedemptionCode}.

Please note: Additional steps may be required by you in order to activate your phone alerts and monitoring options.

**What You Can Do.** In addition to enrolling in the service described above, if you believe you are an actual or potential victim of identity theft and would like the IRS to mark your account to identify any questionable activity, please complete Form 14039, Identify Theft Affidavit, available at <https://www.irs.gov/pub/irs-pdf/f14039.pdf>, and submit it to the appropriate address per the form instructions. You also may contact the IRS's Identity Protection Specialized Unit (IPSU) at 800-908-4490. For additional information Identity Theft Prevention and Victim Assistance, you can review IRS Publication 4535, available at <https://www.irs.gov/pub/irs-pdf/p4535.pdf>.

**Other Important Information.** Please review the "Further Steps and Contact List" information on the reverse side of this letter which identifies additional steps to take to protect your information. In order to facilitate our communication with you regarding this matter and to receive future correspondences via email, please send your updated email address to [hr@lanyon.com](mailto:hr@lanyon.com).

**For More Information.** Please contact us at [dainquiry@lanyon.com](mailto:dainquiry@lanyon.com), 469-351-3200 between 9am and 4pm CDT.

We take all security incidents seriously, and we will continue to provide updates as appropriate.

Sincerely,

Teresa Grau  
SVP, Human Relations

## FURTHER STEPS AND CONTACT LIST

### STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR INFORMATION

#### Review Your Account Statements and Notify Law Enforcement of Suspicious Activity

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

#### Copy of Credit Report

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 <http://www.annualcreditreport.com/>, 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. You can print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. You also can contact one of the following three national credit reporting agencies:

Equifax (800) 685-1111 www.equifax.com P.O. Box 740241 Atlanta, GA 30374	Experian (888) 397-3742 www.experian.com P.O. Box 9554 Allen, TX 750133	TransUnion (800) 916-8800 www.transunion.com P.O. Box 6790 Fullerton, CA 92834
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#### Fraud Alert

You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

#### Security Freeze

In some US states, you have the right to put a security freeze on your credit file. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. If you request a security freeze from a consumer reporting agency there may be a fee up to \$10 to place, lift or remove the security freeze. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

#### Additional Free Resources on Identity Theft

You can obtain information from the consumer reporting agencies, FTC or from your respective state Attorney General about steps you can take toward preventing identity theft including placing fraud alerts and security freezes. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state. For more information, please visit <http://www.ftc.gov/idtheft> or call 1-877-ID-THEFT (877-438-4338). A copy of *Taking Charge: What to Do if Your Identity is Stolen*, an FTC guide to help you guard against and deal with identity theft, can be found at <http://www.ftc.gov/bcp/edu/pubs/consumer/idtheft/idtheft04.shtm>.

**Federal Trade Commission**  
600 Pennsylvania Ave, NW  
Washington, DC 20580  
consumer.ftc.gov  
1-877-438-4338

**MD Attorney General**  
200 St. Paul Place  
Baltimore, MC 21202  
oag.state.md.us  
1-888-743-0023

**NC Attorney General**  
9001 Mail Service Center  
Raleigh, NC 27699  
ncdoj.gov  
1-877-566-7226