

Letterhead

June 12, 2017

Name

Address

City State Zip

RE: Notice of Data Security Event

Dear [Data Owner]:

We are writing to inform you of a recently discovered incident impacting the security of information relating to certain current and former [data owner] employees recently sent by you to a Leavitt Group (“Leavitt”) employee via email. While we are unaware of any actual or attempted misuse of this information, we seek your authorization to provide notice on your behalf of this event to impacted individuals affiliated with your organization, as well as to provide these individuals with access to complimentary identity monitoring and restoration services. We also seek your authorization to disclose this event to the consumer reporting agencies and the Montana Attorney General’s Office on your behalf.

What Happened? On March 29, 2017, it came to our attention that certain members of our staff received phishing emails to their Leavitt email accounts. We immediately launched an investigation, and have engaged the services of a forensic investigation firm to assist in our investigation. While this is ongoing, we determined certain Leavitt employees were the victims of a phishing attack that resulted in their email account credentials being used by an unknown intruder to access their email accounts for a brief period of time.

What Information Was Involved? While our investigation is ongoing, we have determined an email sent to us on [date] containing the names and driver’s license numbers of ## members of your staff was accessed by the unknown intruder. A list of these individuals is attached to this letter.

What We Are Doing. Immediately upon discovering this event, we took steps to terminate the access by the unknown intruder and determine the nature and scope of this event. While our investigation is ongoing, this event may result in the imposition of a legal obligation for [data owner] to provide notice of this event to your impacted staff, the Montana Attorney General’s Office, and the consumer reporting agencies. We seek your authorization to directly notify, on your behalf, the ## individuals affiliated with your organization and provide these individuals with access to complimentary identity monitoring and restoration services. We also seek your authorization to notify the consumer reporting agencies and the Montana Attorney General’s Office on your behalf.

What You Can Do. We ask that you review this notice, the attached letter, and advise by [date] whether we have your authorization to provide notice of this event to these ## individuals, consumer reporting agencies, and the Montana Attorney General’s Office, on your behalf. We encourage you to contact us with any questions, but do note that we are unable to provide you legal advice.

For More Information. We understand this event may concern you, and that you may have questions that are not answered in this letter. Please feel free to contact me directly at [telephone number] or [email address] with any questions or concerns.

Sincerely,

[Signature]

Letterhead

NAME
TITLE



C/O ID Experts
10300 SW Greenburg Rd. Suite 570
Portland, OR 97223

[First Name] [Last Name]
[Address 1] [Address 2]
[City, State, Zip]

RE: Notice of Data Security Incident

6/12/2017

Dear [Name]:

Leavitt Group provides property and casualty insurance coverage to Sysum Construction, Inc. (“Sysum”), and in connection with providing this service receives information from Sysum relating to you. While we are unaware of any actual or attempted misuse of your information, we are writing to inform you of a recently discovered incident impacting the security of your name, driver’s license number, and date of birth. Out of an abundance of caution we are offering identity theft protection services through ID Experts®, the data breach and recovery services expert, to provide you with MyIDCare™. MyIDCare services include: 12 months of credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, exclusive educational materials and fully managed identity theft recovery services. With this protection, MyIDCare will help you resolve issues if your identity is compromised.

What Happened? On March 29, 2017, it came to our attention that certain members of our staff received phishing emails to their Leavitt email accounts. We immediately launched an investigation, and have engaged the services of a forensic investigation firm to assist in our investigation. While this is ongoing, we determined certain Leavitt employees were the victims of a phishing attack that resulted in their email account credentials being used by an unknown intruder to access their email accounts for a brief period of time.

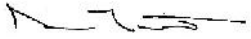
What Information Was Involved? While our investigation is ongoing, we have determined an email sent to us by Sysum on April 7, 2017, containing your name, date of birth, and driver’s license number was in the employee’s email account and accessed by the unknown intruder.

What We Are Doing. Leavitt takes the security of your information very seriously. We provided notice of this event to Sysum. In addition to providing this notice to you and access to free credit monitoring and identity theft recovery services, we have been working with our third-party forensic investigation team to ensure the security of our systems and confirm the nature and scope of this incident. Our investigation is ongoing, and we will provide you with supplemental notice should the investigation reveal other information about you being accessed or accessible during this event.

What You Can Do. You can review the enclosed *Steps You Can Take To Protect Against Identity Theft and Fraud*, which contains instructions on how to enroll and receive the free credit monitoring and identity restoration services, as well as information on what you can do to better protect yourself against the possibility of identity theft and fraud.

For More Information. We sincerely regret any inconvenience or concern this may have caused. We understand you may have questions that are not answered in this letter. To ensure your questions are answered timely, please contact MyIDCare at 1-800-939-4170.

Sincerely,



Shawn Kraft
Vice President
Leavitt Great West Insurance Services, LLC

Steps You Can Take to Protect Against Identity Theft and Fraud

We encourage you to contact ID Experts with any questions and to enroll in free MyIDCare services by calling 1-800-939-4170 or going to www.idexpertscorp.com/protect and using the Enrollment Code provided below. MyIDCare experts are available Monday through Friday from 9 am - 8 pm Eastern Time. Please note the deadline to enroll is 9/12/2017.

Your Enrollment Code: [ID Experts will insert]

1. Website and Enrollment. Go to www.idexpertscorp.com/protect and follow the instructions for enrollment using your Enrollment Code provided above. Once you have completed your enrollment, you will receive a welcome letter by email (or by mail if you do not provide an email address when you sign up). The welcome letter will direct you to the exclusive MyIDCare Member Website where you will find other valuable educational information.

2. Activate the credit monitoring provided as part of your MyIDCare membership, which is paid for by Leavitt Group. Credit and CyberScan monitoring are included in the membership, but you must personally activate it for it to be effective. Note: You must have established credit and access to a computer and the internet to use this service. If you need assistance, MyIDCare will be able to assist you.

3. Telephone. Contact MyIDCare at 1-800-939-4170 to gain additional information about this event and speak with knowledgeable representatives about the appropriate steps to take to protect your credit identity.

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports 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 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
P.O. Box 105069
Atlanta, GA 30348
800-525-6285
www.equifax.com

Experian
P.O. Box 2002
Allen, TX 75013
888-397-3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19022-2000
800-680-7289
www.transunion.com

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

Experian Security Freeze
P.O. Box 9554
Allen, TX 75013
1-888-397-3742

TransUnion
P.O. Box 2000
Chester, PA 19022-2000
1-888-909-8872

<https://www.freeze.equifax.com> www.experian.com/freeze/center.html www.transunion.com/credit-freeze

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. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and 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. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that they have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement. This notice has not been delayed by law enforcement.