

OXFORD

Corporate

November 3, 2017



Dear 

Oxford Corporate values the relationship we have with our guests and understands the importance of protecting personal information. Regrettably, we are writing to inform you of an incident that occurred at Sabre Hospitality Solutions, a company that provides a reservation system to Oxford Corporate, involving your personal information.

On July 25, 2017, Sabre notified us of an incident affecting the Sabre Hospitality Solutions SynXis Central Reservation System. Upon receiving the notice, Oxford Corporate worked to understand what happened. According to the information provided to us by Sabre, Sabre determined that an unauthorized party gained access to account credentials that permitted unauthorized access to unencrypted payment card information, as well as certain reservation information, for a subset of hotel reservations processed through its SynXis Central Reservations system. Findings from Sabre's investigation show that the unauthorized party first obtained access to payment card and other reservation information on August 10, 2016 and last had access to payment card information on March 9, 2017.

The unauthorized party was able to access payment card information for your hotel reservation(s), including cardholder name, card number, card expiration date, and card security code (CVV). The unauthorized party was also able, in some cases, to access certain information such as guest name, email, phone number, address, and other information.

Sabre engaged a leading cybersecurity firm to support its investigation. Sabre also notified law enforcement and the payment card brands about this incident.

It is always advisable to remain vigilant to the possibility of fraud by reviewing your payment card statements for any unauthorized activity. You should immediately report any unauthorized charges to your card issuer because payment card rules generally provide that cardholders are not responsible for unauthorized charges reported in a timely manner. The phone number to call is usually on the back of your payment card. Please see the information that follows this letter for additional steps you may take.

To help prevent this type of incident from happening again, Sabre has enhanced the security around its access credentials and the monitoring of system activity to further detect and prevent unauthorized access.

We deeply regret any inconvenience this may have caused. If you have any questions, please call **1-888-721-6305**, 24 hours a day, Monday through Friday. Sabre's notice of this incident can be found at <http://www.sabreconsumernotice.com>.

Sincerely,

A handwritten signature in cursive script that reads "Curt Baney".

Curt Baney
President & CEO
Oxford Corporate

MORE INFORMATION ON WAYS TO PROTECT YOURSELF

We remind you to remain vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit www.annualcreditreport.com or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

Equifax, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-800-685-1111
Experian, PO Box 2002, Allen, TX 75013, www.experian.com, 1-888-397-3742
TransUnion, PO Box 2000, Chester, PA 19016, www.transunion.com, 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW
Washington, DC 20580, 1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft

If you are a resident Maryland, you may contact and obtain information from your state attorney general at:

Maryland Attorney General's Office, 200 St. Paul Place, Baltimore, MD 21202,
www.oag.state.md.us, 1-888-743-0023 (toll free when calling within Maryland)
1-410-576-6300 (for calls originating outside Maryland)