

April 15, 2016

«First\_Name» «Last\_Name»  
«Address»  
«City», «State» «ZipCode»

VIA U.S. Mail and Email  
«EMAIL»

**Kroll Credit Monitoring Code: «CODE»**

**Re: Disclosure of Rule Steel Employee Information**

Dear «First\_Name» «Last\_Name»:

On April 6, 2016, our company suffered a disclosure of employee information through what is known as a spear-phishing attack. A thief pretending to be me mimicked my company email address and wrote to our Human Resources department requesting a list of Rule Steel's employees for 2014 and 2015 and their dates of birth, salaries, employee identification numbers, Social Security numbers, and addresses. Believing that I had made this request, HR replied to the forged emails with a list with the requested information, except for salary information. We discovered this incident when HR sent an email directly to my company email address by manually typing my email address.

We deeply regret this incident. We have reported it to the FBI, local police, and are cooperating with law enforcement in their investigation. We are also in the process of notifying other government agencies about the incident. We will update you with any developments in the investigation. In the wake of this incident, we are in the process of evaluating how we handle employee data and personally identifiable information. From this point forward, no private employee information of the kind affected in this incident may be transmitted via email until we can further evaluate our electronic security systems.

To help relieve concerns and restore confidence following this incident, we have secured the services of Kroll to provide identity monitoring at no cost to you for one year. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data. Your identity monitoring services include Credit Monitoring, a Current Credit Report, Web Watcher, Public Persona, Quick Cash Scan, \$1 Million Identity Theft Insurance, Identity Consultation, and Identity Restoration.

**To take advantage of this service, you must enroll using the enrollment code printed at the top of this letter.** To learn more about this service and enroll, please visit [krollbreach.idmonitoringservice.com](http://krollbreach.idmonitoringservice.com) or call 1-844-263-8605.

A summary of additional steps you can take to protect your personal information is enclosed.

For further information and assistance, please contact Les Pollard at 208-585-3031 between 8:00 a.m. and 5:00 p.m.

Sincerely,

Greg T. Burkhart  
President, Rule Steel

Enclosure

## IDENTITY THEFT PREVENTION and PROTECTION

### **Monitor Your Accounts and Credit Reports, and Notify Police and the FTC of Suspicious Activity:**

When you receive account statements, credit reports, and monitoring alerts, review them carefully for unauthorized activity. For example, look for accounts you did not open, unauthorized purchases, inquiries from creditors that you did not initiate, and personal information that you do not recognize, such as a home address or Social Security number. If you have concerns, call your bank, the account provider, or the credit reporting agency at the telephone number on the statement or report. If possible, place a security verification word on your accounts.

If you suspect any fraudulent activity or identity theft, promptly report it to local law enforcement authorities, your state attorney general, and/or the **Federal Trade Commission**. To file a complaint with the FTC, go to [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or call 1-877-ID-THEFT (877-438-4338). Request copies of any police or investigation reports created, as you might need to provide this information to credit reporting agencies or to supposed creditors to clear up your records.

**Obtain Free Credit Reports:** Even if you do not find any signs of fraud on your reports, you should check your credit report regularly. There are three main credit reporting agencies: Equifax, Experian, and TransUnion. Their contact information, along with contact information for the FTC and some state agencies, are on the reverse side. Each credit reporting agency must provide you annually with a free credit report, at your request made to a single, centralized source for the reports, AnnualCreditReport.com. You are not required to order all three reports at the same time; instead, you may rotate your requests so that you can review your credit report on a regular basis. In addition, many states have laws that require the credit reporting agencies to provide you with a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account.

**Fraud Alert:** You may ask the credit reporting agencies to place "fraud alerts" in your file to let potential creditors and others know that you may be a victim of identity theft. A fraud alert can make it more difficult for someone to get credit in your name because it tells creditors to follow certain procedures to protect you. It also may delay your ability to obtain credit. You may place a fraud alert in your file by calling just one of the three credit reporting agencies. As soon as that agency processes your fraud alert, it is supposed to notify the other two, which then also must place fraud alerts in your file. An *initial fraud alert* stays in your file for at least 90 days. An *extended alert* stays in your file for seven years. To place either of these alerts, a credit reporting agency will require you to provide appropriate proof of your identity, which may include your Social Security number. If you ask for an extended alert, you will have to provide an identity theft report. An identity theft report includes a copy of a report you have filed with a federal, state, or local law enforcement agency.

**Security Freeze:** You also have the right to place a security freeze on your credit report at any of the three main credit reporting agencies. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you may be able to use an online process, an automated telephone line, or a written request. If you choose to send a request to a consumer reporting agency by certified mail, overnight mail, or regular stamped mail, the following information must be included when requesting a security freeze: (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. The consumer reporting agency may charge a fee of up to \$5.00 to place a freeze or lift or remove a freeze, unless you are a victim of identity theft or the spouse of a victim of identity theft, and you have submitted a valid police report relating to the identity theft incident to the agency.

**Contact Information for the FTC, Credit Reporting Agencies, and State Consumer Protection Agencies:**

**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/](http://www.ftc.gov/bcp/edu/microsites/idtheft/)

**AnnualCreditReport.com**  
Annual Credit Report  
Request Service  
P.O. Box 105281  
Atlanta, GA 30348-5281  
[www.annualcreditreport.com](http://www.annualcreditreport.com)

**Equifax**  
P.O. Box 740241  
Atlanta, GA 30374  
1-800-685-1111  
[www.equifax.com](http://www.equifax.com)

**Experian**  
P.O. Box 2104  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

**TransUnion**  
P.O. Box 2000  
Chester, PA 19022  
1-800-888-4213  
[www.transunion.com](http://www.transunion.com)

**Idaho**

Office of the Attorney General  
Consumer Protection Division  
954 W. Jefferson, 2nd Floor  
Boise, ID 83720  
(800) 432-3545  
<http://www.ag.idaho.gov>

**Illinois**

Office of the Attorney General  
500 South Second Street  
Springfield, IL 62701  
(217) 782-1090  
<http://www.illinoisattorneygeneral.gov/consumers/idtheft.html>

**Montana**

Office of Consumer Protection  
P.O. Box 200151  
Helena, MT 59620-0151  
(800) 481-6896  
<https://dojmt.gov/consumer/identity-theft/>

**Oregon**

Oregon Department of  
Justice  
Consumer Protection  
1162 Court Street NE  
Salem, OR 97301-4096  
(877) 877-9392  
<http://www.doj.state.or.us/consumer/Pages/idtheft.aspx>

**South Carolina**

Department of Consumer Affairs  
PO Box 5757  
Columbia SC 29250-5246  
(800) 922-1594  
<http://www.consumer.sc.gov/consumer/IdentityTheft/Pages/default.aspx>

**Tennessee**

Division of Consumer Affairs  
500 James Robertson Pkwy., 5th  
Floor  
Nashville, TN 37243-0600  
(800) 342-8385  
<http://attorneygeneral.tn.gov/cpro/identitytheft.html>

**Texas**

Office of the Attorney General  
Consumer Protection Division  
PO Box 12548  
Austin, TX 78711-2548  
(800) 621-0508  
<https://www.texasattorneygeneral.gov/identitytheft>

**Utah**

Office of the Attorney General  
PO Box 142320  
SLC UT 84114-2320  
(800) AG4 INFO (244-4636)  
<http://idtheft.utah.gov/>

**Washington**

Attorney General's Office  
Consumer Resource Center  
800 Fifth Avenue, Suite 2000  
Seattle, WA 98104  
(800) 551-4636  
<http://www.atg.wa.gov/guardit.aspx>