



November 13, 2018

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

Notice of Data Breach

Dear [First Name]:

I am the Director of Finance for the Washington Initiative for Supportive Employment (“WISE”). We value the relationships we have with our partners and clients, and we take the issue of privacy seriously. As part of that commitment, we are sending you this letter to make you aware of a recent incident that may affect your personal information. Please read this letter carefully.

What Happened

On September 8, 2018, WISE relocated its offices from downtown Seattle to Tukwila, Washington. All of our physical documents and files were packed into moving crates that were loaded by our moving company and transported to our new office. Before leaving the old office, we confirmed that none of the crates were left behind, and we believed that everything was delivered to our new office. But on October 15, 2018, after several weeks of unboxing and organizing from the move, we discovered that we could not find a moving crate that contained hard-copy backups of a small number of tax documents. We do not believe the crate was left behind at the old office or taken by the movers, but at this time we cannot find it or the backup tax documents it contained. As a result, we are notifying all potentially affected individuals about this issue out of an abundance of caution while we continue our efforts to locate the documents.

What Information Was Involved

You are receiving this letter because the documents in question contained information from one or more of your W-4 or 1099 form(s). While we cannot say for sure what has happened to the documents at this time, it is possible that there may have been unauthorized access to those documents which contain your name, address, Social Security number and/or Tax Identification Number, and compensation information.

What We Are Doing

We take the protection of our clients’ and partners’ information seriously and are taking steps to continue investigating this incident, help mitigate the potential for harm, and prevent this

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creating workability

from happening again. We are continuing our efforts to search for the missing crate and documents, and will notify you if they are found. In the meantime, we are modifying our internal procedures so that we back-up and destroy all hard-copy files and only save tax-related documents in electronic form on our computers.

What You Can Do

In light of this incident, we recommend that you remain vigilant by reviewing and monitoring your account statements and credit reports. If you find any errors or unauthorized activity, you should contact your financial institution or call the number on the back of your payment card. You also may file a report with law enforcement, your state attorney general, and/or the Federal Trade Commission. In addition, please refer to the enclosed documentation which contains additional steps you may take to protect your information from misuse, including some information that may be specific to your state of residence.

As an additional precautionary measure to help protect your identity, WISE is offering a complimentary one-year membership in Experian IdentityWorksSM Premium. This product provides you with superior identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information, please follow the steps below:

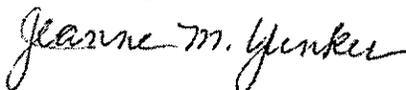
- **Enroll by: February 28, 2019 (Your code will not work after this date.)**
- **Visit this website to enroll: <https://www.experianidworks.com/3bplus>**
- **Provide your activation code: [Enrollment Code]**

Please refer to the enclosed documentation for additional information. If you have other questions about the product, need assistance with identity restoration, or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at (877) 890-9332 by the enrollment end date noted above. Be prepared to provide engagement number **DB09591** as proof of eligibility for the identity restoration services by Experian.

For More Information

We are very sorry for any concern or inconvenience this incident has caused or may cause you, and we encourage you to take advantage of the Experian® services being offered. If you have any other questions or concerns that you would like to discuss, please call me at (206) 294-9487 or you may write to us at Washington Initiative for Supportive Employment, 16040 Christensen Road, Ste 212, Tukwila, WA 98188.

Sincerely,



Jeanne Yunker
Director of Finance

Additional Steps to Help Protect Your Information

Review personal account statements and credit reports. We recommend that you remain vigilant by reviewing personal account statements and monitoring credit reports to detect any errors or unauthorized activity. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three major credit reporting companies. To obtain a free annual credit report, go to www.annualcreditreport.com or call (877) 322-8228. You may wish to stagger your requests so that you receive a free report by one of the three credit bureaus every four months. If you discover any suspicious items, you should report any incorrect information on your report to the credit reporting agency. The names and contact information for the credit reporting agencies are:

Equifax
1-866-766-0008
P.O. Box 105069
Atlanta, GA 30348
www.equifax.com

Experian
1-888-397-3742
P.O. Box 9554
Allen, TX 75013
www.experian.com

TransUnion
1-800-680-7289
P.O. Box 2000
Chester, PA 19022
www.transunion.com

Report suspected fraud. You have the right to file a police report if you ever experience identity 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 you have been a victim. A police report is often required to dispute fraudulent items. You should report suspected incidents of identity theft to local law enforcement, your state's Attorney General, and/or the Federal Trade Commission.

Place Fraud Alerts with the three credit reporting agencies listed above. If you choose to place a fraud alert, we recommend you do this after activating your credit monitoring. You can place a fraud alert at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. Please note that it is only necessary to contact one of the credit reporting agencies and use only one of these methods. As soon as one of the three agencies confirms your fraud alert, the others are notified to place alerts on their records as well. You will receive confirmation letters in the mail and will then be able to order all three credit reports for your review.

Place a Security Freeze. By placing a security freeze, someone who fraudulently acquires your personal identifying information will not be able to use that information to open new accounts or borrow money in your name. You will need to contact the three national credit reporting bureaus listed above in writing to place the freeze. Keep in mind that when you place the freeze, you will not be able to borrow money, obtain instant credit, or get a new credit card until you temporarily lift or permanently remove the freeze. The cost of placing the freeze varies by the state you live in and for each credit reporting agency. The credit reporting agency may charge a fee of up to \$5.00 to place a freeze, lift, or remove a freeze. However, if you are a victim of identity theft and have filed a report with your local law enforcement agency or submitted an ID Theft Complaint Form with the Federal Trade Commission, there may be no charge to place the freeze.

Obtain additional information about the steps you can take to avoid identity theft from the following entities:

- **All U.S. residents:** Federal Trade Commission, Bureau of Consumer Protection, 600 Pennsylvania Ave., NW Washington, DC 20580, www.ftc.gov/idtheft, 1-877-IDTHEFT (438-4338)
- **California residents:** California Office of Privacy Protection, www.oag.ca.gov/privacy, (866) 785-9663.
- **Iowa Residents:** Office of the Attorney General of Iowa, Hoover State Office Building, 1305 E. Walnut Street, Des Moines, IA 50319, www.iowaattorneygeneral.gov, (515) 281-5164.
- **Oregon Residents:** Oregon Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096, www.doj.state.or.us, (877) 877-9392.

Know Your Rights Under the Fair Credit Reporting Act. The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. You have certain rights under the FCRA, which you can read about by visiting <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf> and <https://www.consumer.ftc.gov/articles/0070-credit-and-your-consumer-rights>.



ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN® IDENTITYWORKSSM MEMBERSHIP

Please refer to the enclosed letter for your personal activation code, instructions on how to enroll, and the deadline for enrollment.

A credit card is not required for enrollment in Experian IdentityWorks.

You can contact Experian immediately regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.¹
- **Credit Monitoring:** Actively monitors Experian, Equifax, and Transunion files for indicators of fraud.
- **Internet Surveillance:** Technology searches the web, chat rooms, and bulletin boards 24/7 to identify trading or selling of your personal information on the Dark Web.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARETM:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance²:** Provides coverage for certain costs and unauthorized electronic fund transfers.

If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please contact an Experian agent at (877) 890-9332. If, after discussing your situation with an agent, it is determined that Identity Restoration support is needed, then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that this Identity Restoration support is available to you for one year from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration. You will also find self-help tips and information about identity protection at this site.

¹ Offline members will be eligible to call for additional reports quarterly after enrolling

² 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.