



Return Mail Processing Center
P.O. Box 6336
Portland, OR 97228-6336

<<mail id>>
<<FirstName>><<LastName>>
<<Street Address>>
<<City>><<State>><<Zip>>

<<Date>>

Dear <<FirstName>><<LastName>>:

inVentiv Health is committed to maintaining the privacy and security of our employees' personal information. Regrettably, we are writing to inform you of an incident involving some of that information.

On July 7, 2016, we learned that a targeted "phishing" email message had been sent to inVentiv Health in June. Phishing emails are crafted to appear as if they have been sent from a legitimate organization or known individual. The email was designed to appear as though it had been sent by an inVentiv executive, from the inVentiv executive's email account, requesting the uploading of our U.S. employees' 2015 W-2 Forms to a file sharing site. Believing the email request to be legitimate, the W-2 data was uploaded, which included your name, address, Social Security number and salary information. It is unknown how much of the data uploaded may have been accessed by unauthorized individuals.

The IRS and FBI were notified of this incident and we will be cooperating with their investigations. The IRS has indicated that they will monitor employees' accounts for this year, in an effort to prevent fraudulent tax refunds from being paid out.

We recognize this issue can be frustrating and we are taking steps to help protect you and to safeguard the personal information we receive and maintain going forward. We have partnered with Equifax® to provide its Credit Watch™ Gold with 3-in-1 Monitoring identity theft protection product for two years at no charge to you. A description of this product, as well as additional information on how to prevent identity theft, is provided in the attached material, which also contains instructions about how to enroll (including your personal activation code). If you choose to take advantage of this product, it will provide you with a notification of any changes to your credit information, \$1 million Identity Fraud Expense Coverage and access to your credit report. You must complete the enrollment process by November 15, 2016. **We have pre-purchased credit monitoring for every impacted employee and strongly urge you to enroll in this product at our expense.**

We regret any concern this may cause you. To help prevent something like this from happening again, we are re-educating our employees with respect to phishing emails and have taken steps to enhance our existing security. Should you have further questions regarding this incident, you may call 888-246-7153, Monday through Friday, 9:00 a.m. to 9:00 p.m. Eastern Standard Time, excluding holidays.

We will continue to be vigilant against future cyber-attacks and will keep you informed as necessary.

Sincerely,

Eric Green
General Counsel and Chief Compliance Officer

**Equifax Credit Watch™ Gold with 3-in-1 Monitoring
Activation Code: <<Code>>
Register by: November 15, 2016**

**About the Equifax Credit Watch™ Gold with 3-in-1
Monitoring identity theft protection product**

Equifax Credit Watch will provide you with an “early warning system” to changes to your credit file and help you to understand the content of your credit file at the three major credit-reporting agencies. Note: You must be over age 18 with a credit file in order to take advantage of the product.

Equifax Credit Watch provides you with the following key features and benefits:

1. Comprehensive credit file monitoring and automated alerts of key changes to your **Equifax, Experian, and TransUnion** credit reports
2. Wireless alerts and customizable alerts available (available online only)
3. One 3-in-1 Credit Report and access to your Equifax Credit Report™
4. Up to \$1 million in identity theft insurance¹ with \$0 deductible, at no additional cost to you
5. 24/7 live agent Customer Service to assist you in understanding the content of your Equifax credit information, to provide personalized identity theft victim assistance and in initiating an investigation of inaccurate information.
6. 90 day Fraud Alert² placement with automatic renewal functionality* (available online only)

How to Enroll: You can sign up online or over the phone with four easy steps!

To sign up online for **online delivery** go to www.myservices.equifax.com/tri

Welcome Page: Enter the Activation Code provided at the top of this page in the “Activation Code” box and click the “Submit” button.

1. **Register:** Complete the form with your contact information (name, gender, home address, date of birth, Social Security Number and telephone number) and click the “Continue” button.
2. **Create Account:** Complete the form with your email address, create a User Name and Password, check the box to accept the Terms of Use and click the “Continue” button.
3. **Verify ID:** The system will then ask you up to four security questions to verify your identity. Please answer the questions and click the “Submit Order” button.
4. **Order Confirmation:** This page shows you your completed enrollment. Please click the “View My Product” button to access the product features.

To sign up for **US Mail delivery**, dial [1-866-937-8432](tel:1-866-937-8432) for access to the Equifax Credit Watch automated enrollment process. Note that all credit reports and alerts will be sent to you via US Mail only.

1. **Activation Code:** You will be asked to enter your enrollment code as provided at the top of this letter.
2. **Customer Information:** You will be asked to enter your home telephone number, home address, name, date of birth and Social Security Number.
3. **Permissible Purpose:** You will be asked to provide Equifax with your permission to access your credit file and to monitor your file. Without your agreement, Equifax cannot process your enrollment.
4. **Order Confirmation:** Equifax will provide a confirmation number with an explanation that you will receive your Fulfillment Kit via the US Mail (when Equifax is able to verify your identity) or a Customer Care letter with further instructions (if your identity can not be verified using the information provided). Please allow up to 10 business days to receive this information.

¹ Identity Theft Insurance underwritten by insurance company subsidiaries or affiliates of American International Group, Inc. 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. This product is not intended for minors (under 18 years of age).

² The Automatic Fraud Alert feature made available to consumers by Equifax Information Services LLC and fulfilled on its behalf by Equifax Consumer Services LLC.

More Information About Preventing Identity Theft

Even if you choose not to take advantage of the identity theft protection services we are offering, we recommend that you remain vigilant to the possibility of fraud and identity theft by reviewing your credit card, bank, and other financial statements for any unauthorized activity. You may also obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting agencies once every 12 months. To order your credit report, please visit www.annualcreditreport.com or call toll free at 877-322-8228. Contact information for the three nationwide credit reporting agencies is as follows:

Equifax

P.O. Box 740241
Atlanta, GA 30374
www.equifax.com
(800) 685-1111

Experian

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

TransUnion

P.O. Box 2000
Chester, PA 19016
www.transunion.com
(800) 680-7289

Who To Inform If You Believe You Are Victim of Identity Theft

Federal Trade Commission (FTC) / Office of Attorney General

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should contact the Federal Trade Commission and/or the Office of the Attorney General in your home state. Contact information for the Federal Trade Commission is as follows:

Federal Trade Commission

600 Pennsylvania Avenue, NW
Washington, DC 20580
www.ftc.gov/idtheft
(877) 438-4338

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.

The Internal Revenue Service (IRS)

In addition to registering for the credit monitoring services, if you wish to do so, you can file a Form 14039 Identity Theft Affidavit with the IRS. The Identity Theft Affidavit can be found at: <https://www.irs.gov/pub/irs-pdf/f14039.pdf>. The IRS states that this form should be used ONLY if your Social Security number has been compromised and the IRS has informed you that you may be a victim of identity theft tax fraud or your e-file return was rejected as a duplicate.