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RECEIVED

DEC 11 2020

CONSUMER PROTECTION

December 10, 2020

Attorney General Gordon MacDonald
Department of Justice
Office of the Attorney General
33 Capitol Street
Concord, NH 03301

RE: NOTICE OF DATA BREACH

Dear General MacDonald:

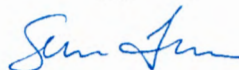
I am writing on behalf of my client, Apex Systems (“Apex”) to notify you about a recent criminal cyber attack that impacted the company.

Based on our investigation, we understand that the attackers gained access to Apex’s systems sometime on or around November 8, 2020. While Apex continues to investigate the incident, we have discovered that the attackers acquired certain former employee data from Apex’s systems. The information impacted includes names, Social Security numbers, and account numbers for bank accounts that employees had used for direct deposit. The information impacted did not include any credentials that would allow access to the bank account, which we would not maintain.

Apex is notifying residents of New Hampshire potentially affected by the breach for whom Apex maintains personal information. There are at least 11 residents of New Hampshire whose personal information has been impacted. In addition to information about the breach, the notice will provide contact information should the individual have questions about the incident, complimentary twelve months of credit monitoring services provided by Experian, and resources and guidance for dealing with identity theft. A copy of the notice is attached.

Please contact me at (212)-906-1330 or serrin.turner@lw.com in the event that you have any questions regarding this matter.

Sincerely yours,



Serrin A. Turner
LATHAM & WATKINS LLP

Enclosures

Apex Systems, LLC

Return Mail Processing
PO Box 589
Claysburg, PA 16625-0589

ENG#: DB24149



G0400-L01-0000001 T00017 P003 *****ALL FOR AADC 123
SAMPLE A SAMPLE - L01 TERMINATED EMPLOYEES
APT ABC
123 ANY ST
ANYTOWN, US 12345-6789



December 9, 2020

Notice of Data Breach

Dear Sample A Sample,

On behalf of Apex Systems, I am writing to inform you about a recent incident involving your personal information. We regret that this incident occurred and take the privacy and security of your personal information extremely seriously.

WHAT HAPPENED. Apex was recently the victim of a criminal cyber attack. Based on our investigation, we understand the attackers gained access to Apex's systems sometime on or around November 8. We subsequently discovered that the attackers acquired certain former employee data from Apex's systems. We are notifying you because we have determined that some of your personal information was impacted. We do not have any evidence that any information that was taken has been misused or will be misused.

WHAT INFORMATION WAS INVOLVED. The information impacted includes your name, Social Security number, and, if you had direct deposit set up, the account number for the bank account you used for that purpose. It is important to understand that the information did not include any credentials that would allow access to the bank account, which we would not maintain.

WHAT WE ARE DOING. Apex Systems is committed to maintaining the privacy and security of your information and is taking this security incident very seriously. Since learning of the incident, we have been taking steps to prevent any similar incident from recurring in the future. We have engaged an outside data security firm to conduct a forensic investigation and are cooperating with law enforcement in their investigation into the attack. We have also taken steps to prevent any misuse of the personal information by the attackers, including engaging threat intelligence services to help detect if any of the information appears on criminal websites or marketplaces.

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WHAT YOU CAN DO. We encourage you to remain vigilant by reviewing your financial account statements regularly and monitoring your credit reports for suspicious activity. You are entitled under U.S. law to one free credit report annually from each of the three nationwide consumer reporting agencies. To order your free credit report, visit www.annualcreditreport.com or call toll-free at 1-877-322-8228. The U.S. Federal Trade Commission provides further guidance on steps you can take to protect your personal information, which you can access online at <https://www.identitytheft.gov>. Additional information on steps that you can take to protect your identity is attached to this letter. We encourage you to review these steps and to take appropriate action to prevent any misuse of your information.

WHAT WE ARE DOING TO PROTECT YOUR INFORMATION:

To help protect your identity, we are offering a complimentary one-year membership of Experian's® IdentityWorksSM. 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:

- Ensure that you enroll by: **February 28, 2021** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
- Provide your **activation code: ABCDEFGHI**

If you have 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 (888) 829-6549 by **February 28, 2021**. Be prepared to provide engagement number [REDACTED] as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP:

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.*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration agents 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 Insurance^{**}:** Provides coverage for certain costs and unauthorized electronic fund transfers.

Please contact Experian at (888) 829-6549 if you are interested in more information about these services.

FOR MORE INFORMATION. We regret that this incident has occurred. Should you have any questions about this matter, please do not hesitate to contact Experian at (888) 829-6549.

Other Important Information

As we indicated, we recommend that you regularly review statements from your accounts and periodically obtain your credit report from one or more of the national credit reporting companies. You may obtain a free copy of your credit report online at www.annualcreditreport.com, by calling toll-free 1-877-322-8228, or by mailing an Annual Credit Report Request Form (available at www.annualcreditreport.com) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA, 30348-5281. You may also purchase a copy of your credit report by contacting one or more of the three national credit reporting agencies listed below.

Equifax: P.O. Box 740241, Atlanta, Georgia 30374-0241, 1-800-685-1111, www.equifax.com
Experian: P.O. Box 9532, Allen, TX 75013, 1-888-397-3742, www.experian.com
TransUnion: P.O. Box 1000, Chester, PA 19022, 1-800-888-4213, www.transunion.com

When you receive your credit reports, review them carefully. Look for accounts or creditor inquiries that you did not initiate or do not recognize. Look for information, such as home address and Social Security number, that is not accurate. If you see anything you do not understand, call the credit reporting agency at the telephone number on the report.

We recommend you remain vigilant with respect to reviewing your account statements and credit reports, and promptly report any suspicious activity or suspected identity theft to us and to the proper law enforcement authorities, including local law enforcement, your state's attorney general and/or the Federal Trade Commission ("FTC"). You may contact the FTC or your state's regulatory authority to obtain additional information about avoiding identity theft.

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

For residents of Maryland and Rhode Island: You may also obtain information about preventing and avoiding identity theft from the Attorney General of your state:

Maryland Office of the Attorney General, Consumer Protection Division
200 St. Paul Place, Baltimore, MD 21202, 1-888-743-0023, www.oag.state.md.us

Rhode Island Office of the Attorney General, Consumer Protection Unit
150 South Main Street, Providence, RI 02903, 1-401-274-4400, www.riag.ri.gov

For residents of Massachusetts and Rhode Island: You also have the right to obtain a police report.

For residents of North Carolina: You may also obtain information about preventing and avoiding identity theft from the North Carolina Attorney General's Office:

North Carolina Attorney General's Office, Consumer Protection Division
9001 Mail Service Center, Raleigh, NC 27699-9001, 1-877-5-NO-SCAM, www.ncdoj.gov

Fraud Alerts: There are also two types of fraud alerts that you can place on your credit report to put your creditors on notice that you may be a victim of fraud: an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least 90 days. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by calling the toll-free fraud number of any of the three national credit reporting agencies listed below.

Equifax: 1-888-766-0008, www.equifax.com
Experian: 1-888-397-3742, www.experian.com
TransUnion: 1-800-680-7289, fraud.transunion.com

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Credit Freezes (for Residents Not of Massachusetts or Rhode Island): You may have the right to put a credit freeze, also known as a security freeze, on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate a freeze. A credit freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a credit freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. In addition, you may incur fees to place, lift and/or remove a credit freeze. Credit freeze laws vary from state to state. The cost of placing, temporarily lifting, and removing a credit freeze also varies by state, generally \$5 to \$20 per action at each credit reporting company. *Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company.* Since the instructions for how to establish a credit freeze differ from state to state, please contact the three major credit reporting companies as specified below to find out more information:

Equifax: P.O. Box 105788, Atlanta, GA 30348, www.equifax.com
Experian: P.O. Box 9554, Allen, TX 75013, www.experian.com
TransUnion LLC: P.O. Box 2000, Chester, PA, 19022-2000, freeze.transunion.com

You can obtain more information about fraud alerts and credit freezes by contacting the FTC or one of the national credit reporting agencies listed above.

Credit Freezes (for Massachusetts and Rhode Island Residents): Massachusetts law gives you the right to place a security freeze on your consumer reports. A security freeze is designed to prevent credit, loans and services from being approved in your name without your consent. Using a security freeze, however, may delay your ability to obtain credit. You may request that a freeze be placed on your credit report by sending a request to a credit reporting agency by certified mail, overnight mail or regular stamped mail to the address below:

Equifax: P.O. Box 105788, Atlanta, GA 30348, www.equifax.com
Experian: P.O. Box 9554, Allen, TX 75013, www.experian.com
TransUnion LLC: P.O. Box 2000, Chester, PA, 19022-2000, freeze.transunion.com

Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company. The following information should be included when requesting a security freeze (documentation for you and your spouse must be submitted when freezing a spouse's credit report): full name, with middle initial and any suffixes; Social Security number; date of birth (month, day and year); current address and previous addresses for the past five (5) years; and applicable fee (if any) or incident report or complaint with a law enforcement agency or the Department of Motor Vehicles. The request should also include a copy of a government-issued identification card, such as a driver's license, state or military ID card, and a copy of a utility bill, bank or insurance statement. Each copy should be legible, display your name and current mailing address, and the date of issue (statement dates must be recent). The credit reporting company may charge a reasonable fee of up to \$5 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 have submitted a valid police report relating to the identity theft to the credit reporting company.