
Legal Department

Via UPS Overnight

December 8, 2011

The Honorable Michael A. Delaney
Attorney General of the State of New Hampshire
Department of Justice
33 Capitol Street
Concord, NH 03301

Dear Sir:

I am writing to let you know about a security incident that exposed personal information of 3 New Hampshire residents.

On November 12, 2011, an encrypted laptop was stolen from the home of an ADP associate. While the machine was both encrypted and protected by a log-on password, there is a possibility that both the encryption and log-on passwords could have been compromised. The laptop contained files with the personal information of A. W. Hastings & Co., LLC employees including name, address, and social security number.

As soon as this discovery was made, we took immediate action to investigate what happened. We are also assisting law enforcement in its investigation of this crime. Although we do not have evidence suggesting that the personal information has been compromised and will be misused, we are providing each affected individual with credit monitoring and identity theft protection insurance.

Please find attached a copy of the notification letter that we are mailing to the affected individuals.

We would be happy to answer any questions that you may have.

Very truly yours,



Alyson Weckstein Tiegel
Counsel



Date

Employee Name

Employee Address

Employee City, State, Zip Code

Dear Employee (personalized):

ADP provides payroll and related services to your employer A. W. Hastings. As part of this service, ADP processes information for your employer that includes personal information, including your name, address and social security number. On November 12, 2011 an encrypted ADP laptop was stolen. The laptop contained a file belonging to your employer which included your name, address, and social security number. We truly regret any inconvenience this may cause you.

What Happened?

An encrypted ADP laptop was stolen on November 12, 2011. While the machine was both encrypted and protected by a log-on password, there is a possibility that both the encryption and log-on passwords could have been compromised. .

What are the Risks that My Information will be Mis-used?

We have no reason to believe there has been any compromise of the information contained on the laptop or that your information will be used for any unintended purposes. Nonetheless, we are offering you credit monitoring and taking steps that will protect you.

How Can I Protect Myself?

ADP is offering you a solution provided through Equifax that will help you protect your identity and your credit information. The steps to follow are:

1. Enroll in Equifax Credit Watch™ Gold with 3-in-1 Monitoring identity theft protection product. This product is being provided to you at no cost for one year.
2. Additionally, you may choose to adopt an increased level of protection by placing a fraud alert on your credit file at Equifax and the other two credit reporting agencies

Enroll in Equifax Credit Watch™ Gold with 3-in-1 Monitoring

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. The key features and benefits are listed below.

Equifax Credit Watch provides you with the following benefits:

- Comprehensive credit file monitoring and automatic notification of key changes to your Equifax, Experian, and TransUnion credit reports.
- Wireless alerts and customizable alerts available.
- One 3-in-1 Credit Report and access to your Equifax Credit Report™

- Up to \$1,000,000 in identity theft protection with \$0 deductible, at no additional cost to you (certain limitations and exclusions may apply)*
- 24 by 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.
- 90 day Fraud Alert placement with automatic renewal functionality (available online only)

How to Enroll

Equifax has a simple Internet-based verification and enrollment process.

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

1. Register: Complete the form with your contact information (name, address and e-mail address) and click “Continue” button. All of the information that you enter is in a secured environment.
2. Identity Verification & Payment Information: complete the form with your Social Security Number, date of birth, telephone #s, create a User Name and Password, enter the following promotional code: **XXXX** in the “Enter Promotion Code” box and click “Accept Terms & Continue” button. (case sensitive, no spaces, include dash.) This code eliminates the need to provide a credit card number for payment. The system will then ask you up to four security questions. The questions and answers support the Equifax Identity Verification Process. Please answer the questions and then click the “Submit Order” button.
3. Order Confirmation: This page shows you your order. Please click “View My Product” to access your 3-in-1 Credit Report and other product features.

If you do not have access to the Internet or wish for any other reason to enroll in Credit Watch by Mail with 3-in-1 Monitoring instead of the online service, you may enroll for US Mail delivery of the product. To sign up for US Mail delivery, dial 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. Promotion Code: You will be asked to enter your promotion code as shown above (no spaces, no dash)
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 can not 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.

Should I Do Anything Else?

You will have access to your Equifax consumer credit report as part of the Equifax Credit Watch product. We recommend that you check your other consumer reports annually.

* Identity theft insurance underwritten by subsidiaries or affiliates of Chartis 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).

You may obtain a free copy of your credit report once every 12 months from each of the nationwide consumer reporting agencies by visiting <http://www.annualcreditreport.com> or by contacting the consumer reporting agencies at:

Equifax
(800) 685-1111
P.O. Box 740241
Atlanta, GA 30374-0241
www.equifax.com

Experian
(888) 397-3742
P.O. Box 9532
Allen, TX 75013
www.experian.com

TransUnion
(800) 916-8800
P.O. Box 6790
Fullerton, CA 92834-6790
www.transunion.com

You may wish to place a fraud alert on your credit report. The fraud alert is a consumer statement that alerts creditors of possible fraudulent activity within your report as well as requests that they contact you prior to establishing any accounts in your name. Once the fraud alert is added to your credit report, all creditors should contact you prior to establishing any account in your name. To place a 90 day fraud alert on your Equifax credit file, visit www.fraudalerts.equifax.com or you may contact our auto fraud line at 1-877-478-7625, and follow the simple prompts. Once the fraud alert has been placed with Equifax, a notification will be sent to the other two credit reporting agencies, Experian and Trans Union, on your behalf. Fraud alerts last 90 days unless you manually renew it or use the automatic fraud alert feature within your Credit Watch subscription.

We also recommend that you carefully review all your account statements during the next 24 months to make certain there have been no unauthorized transactions made or new accounts opened in your name. Contact your financial institutions immediately if there is unauthorized activity on your accounts or if an unauthorized account has been opened in your name.

Where Can I Go For More Information?

If you want to learn more about identity theft, visit the following helpful websites:

- The Federal Trade Commission runs the U.S. government's identity theft information website, <http://www.consumer.gov/idtheft> - you can also contact the Federal Trade Commission via phone at 1-877-ID-THEFT (877-438-4338) or via mail to:

Federal Trade Commission - Consumer Response Center
600 Pennsylvania Avenue, NW, Washington, DC 20580

- The Identity Theft Resource Center is a non-profit organization that you can contact online at <http://www.idtheftcenter.org/> or via email to itrc@idtheftcenter.org.
- Maryland residents may contact the Maryland Attorney General's Office for more information about identity theft:

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

Is there Anything Else I Should Know?

Please know that ADP takes the security of your personal data very seriously and is committed to minimizing the risks associated with the exposure of your personal information. The security of your information is of paramount importance to us and we maintain numerous safeguards to protect your information. Again, we apologize for this incident.

If you have any questions or concerns, please call ADP's *Fraud and Disputes Help Desk* at 866-470-6019.

Sincerely,

Jill Sterling
Vice President Benefit Administration Services
Automatic Data Processing