

BakerHostetler

Baker&Hostetler LLP

11601 Wilshire Boulevard
Suite 1400
Los Angeles, CA 90025-0509

T 310.820.8800
F 310.820.8859
www.bakerlaw.com

M. Scott Koller
direct dial: 310.979.8427
mskoller@bakerlaw.com

July 5, 2017

VIA OVERNIGHT DELIVERY AND EMAIL (ATTORNEYGENERAL@DOJ.NH.GOV)

Attorney General Joseph Foster
Office of the Attorney General
33 Capitol Street
Concord, NH 03301

Re: Incident Notification

Dear Attorney General Foster:

Our client, Engelberth Construction, Inc. (“Engelberth”), submits this notice of a potential data security incident that may have exposed the personal information of some New Hampshire residents, who are current and former employees of Engelberth.

On May 18, 2017, Engelberth discovered that one its employees inadvertently disclosed their email credentials in response to a phishing email. For a short period of time, an unauthorized person could have accessed information contained in the employee’s email account, which contained the personal information (i.e., name, date of birth, and Social Security number) of Engelberth employees. Upon learning of the incident, Engelberth began an investigation and worked promptly to determine what happened. Although Engelberth has no evidence that the personal information of any current or former employees was misused, it has notified such employees out of an abundance of caution.

On May 31, 2017, Engelberth notified thirty-two (32) individuals by U.S. Mail in accordance with N.H. Rev. Stat. Ann. § 359-C:20, in substantially the same form as the letter attached hereto. In addition, Engelberth is offering affected individuals a free one-year membership of credit monitoring and identity protection services through Experian.

Engelberth takes the protection of personal information very seriously and, as a result of this event, is reviewing its security measures and will implement appropriate employee training. Please do not hesitate to contact me if you have any questions regarding this matter.

Attorney General Foster
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Sincerely,

M. Scott Koller

M. Scott Koller
Counsel for Engelberth Construction, Inc.

Enclosures

Dear Employee:

We are writing to you because of a recent security incident at Engelberth Construction (the “Company”). On May 18th, an employee of the Company discovered that an unauthorized person, whose IP address appears to be in South Africa, had been using her Company email address. The impacted employee works in human resources. After reviewing her email activity, we determined that she may have been the victim of a “phishing” scam on or about May 3, 2017, in which she provided her email account credentials.

Her email credentials were promptly changed upon discovery of the intrusion to prevent any further access, but we have determined that it is possible that the intruder may have had access to her email folders which did contain copies of emails containing personally identifiable information (“PII”), including social security numbers. Your information was contained in one or more of these emails. Although the Company is not aware of any evidence that PII was actually accessed or exported, it cannot rule out the possibility and, therefore, is making this report to you.

The Company takes its protection of PII very seriously and, as a result of this event, has reminded all of its employees of the need to be aware of “phishing” scams and the need to be vigilant in the limited use and protection of PII. If the Company becomes aware of any specific indication that your information was accessed or improperly used, we will promptly make you aware of that additional information.

Below is a check list of suggestions of how you can best protect yourself.

1. Review your bank, credit card and debit card account statements over the next twelve to twenty-four months and immediately report any suspicious activity to your bank or credit union.
2. Monitor your credit reports with the major credit reporting agencies.

Equifax	Experian	TransUnion
1-800-685-1111	1-888-397-3742	1-800-916-8800
P.O. Box 740241	P.O. Box 2104	P.O. Box 2000
Atlanta, GA 30374-0241	Allen, TX 75013	Chester, PA 19022
www.equifax.com	www.experian.com	www.trasunion.com

Under Vermont law, you are entitled to a free copy of your credit report from those agencies every twelve months.

Call the credit reporting agency at the telephone number on the report if you find:

- Accounts you did not open.
- Inquiries from creditors that you did not initiate.
- Inaccurate personal information, such as home address and Social Security Number.

3. If you do find suspicious activity on your credit reports or other account statements, call your local police or sheriff's office and **file a report of identity theft**. Get a copy of the police report. You may need to give copies of the police report to creditors to clear up your records, and also to access some services that are free to identity theft victims.
4. If you find suspicious activity on your credit reports or on your other account statements, consider placing a fraud alert on your credit files so creditors will contact you before opening new accounts. Call any one of the three credit reporting agencies at the number below to place fraud alerts with all of the agencies.

Equifax
888-766-0008

Experian
1-888-397-3742

TransUnion
1-800-680-7289

5. You may also get information about security freezes by contacting the credit bureaus at the following addresses:

Equifax:

https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp

Experian:

http://www.experian.com/consumer/security_freeze.html

TransUnion:

<https://freeze.transunion.com/sf/securityFreeze/landingPage.jsp>

If you do not have Internet access but would like to learn more about how to place a security freeze on your credit report, contact the Vermont Attorney General's Office at 802-656-3183 (800-649-2424 toll free in Vermont only).

6. Even if you do not find suspicious activity on your credit report or your other account statements, it is important that you **check your credit report** for the next two years. Just call one of the numbers in paragraph 2 above to order your reports or to keep a fraud alert in place.

Helpful information about fighting identity theft, placing a security freeze, and obtaining a free copy of your credit report is available on the Vermont Attorney General's website at <http://www.ago.vermont.gov>. Another helpful source is the Federal Trade Commission website, available at <http://www.ftc.gov/bcp/edu/microsites/idtheft/>.

If there is anything Engelberth Construction can do to assist you, please call me at 802-846-2314.

Very truly yours,

Tom Clavelle

[Date]

[FirstName] [LastName]

[Address 1]

[Address 2]

[City], [State] [ZipCode]

Dear Engelberth employee:

We recently notified you on June 5, 2017, regarding a data security incident at Engelberth Construction (the "Company"). We are following up with you regarding that matter.

While we have no indication that your information has been used in any way, in an abundance of caution, we are offering you a complimentary one-year membership of Experian's® IdentityWorks. This product helps detect possible misuse of your personal information and provides you with superior identity detection and resolution of identity theft. IdentityWorks is completely free to you and enrolling in this program will not hurt your credit score. **For more information on identity theft prevention and IdentityWorks, including instructions on how to activate your complimentary one-year membership, please see the additional information provided in this letter.**

The Company takes the protection of personal information very seriously and is deeply committed to protecting the confidentiality of your information. Again, we deeply regret any concern this incident may cause you. If there is anything Engelberth Construction can do to assist you, please call me at 802-846-2314.

Very truly yours,

Tom Clavelle

Activate IdentityWorks Now in Three Easy Steps

1. ENSURE That You Enroll By: **9/30/17** (Your code will not work after this date.)
2. VISIT the ProtectMyID Web Site to enroll: [http:// www.experianidworks.com/creditone](http://www.experianidworks.com/creditone)
3. PROVIDE Your Activation Code: [[Activation Code](#)]

If you have questions about the product, need assistance with identity restoration that arose as a result of this incident or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877-890-9332 by **9/30/17**. Be prepared to provide engagement number **DB02500** as proof of eligibility for the identity restoration services provided 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 ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

Activate your membership today at [http:// www.experianidworks.com/creditone](http://www.experianidworks.com/creditone) or call 877-890-9332 to register with the activation code above.

Once your enrollment in IdentityWorks is complete, you should carefully review your credit report for inaccurate or suspicious items.

What you can do to protect your information: There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to www.ExperianIDWorks.com/restoration for this information.

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

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 your state attorney general. 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.

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

** 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