



**WAYNE J.
GRIFFIN ELECTRIC
INC.**

March 21, 2008

VIA FEDEX & FACSIMILE: (603) 271-2110

Honorable Kelly Ayotte
Attorney General of New Hampshire
State House Annex
33 Capitol Street
Concord, NH 03301

RE: Data Breach Notification

Dear Attorney General Ayotte:

Please be advised that our company experienced a potential data breach that occurred when one of our Human Resources employees had their home broken into which involved a theft of personal items, along with a password protected company laptop computer and company health plan insurance invoices. The theft occurred over this past weekend. The Worcester, MA city police department was alerted the same day as the theft and an investigation is underway. This breach affects a number of employees, including approximately 55 New Hampshire residents.

Of the 55 New Hampshire residents, 5 were listed on a laptop computer file which included employee names, social security numbers and dates of birth. The health insurance paper invoices listed employee names and social security numbers, although those numbers were identified as "sub. numbers" and not as "social security numbers." The invoices did not include any personal medical information, addresses or dates of birth. We are in the process of notifying the affected individuals. A draft copy of the notification being sent to New Hampshire resident employees is attached.

As set forth in the attached letter, we have and continue to take steps to protect the security of the personal information. In addition to the credit report information attached to the letter, we plan to coordinate and pay for credit monitoring services for any employee who wishes to subscribe to same. Also, in addition to continuing to monitor this situation, we have contacted the health insurance vendor to have them change the employee information printed on their invoices and we are reexamining our current data privacy and security policies and procedures to find ways of reducing the risk of future data breaches. Should we become aware of any significant developments concerning this situation, we will inform you.

Corporate Headquarters:

116 Hopping Brook Road
Holliston, MA 01746

Phone: (508) 429-8830
Fax: (508) 429-7825

Licenses:

MA A8999
NH 4223M
VT EM3303
CT 123697
RI AC-00165
ME MC60017598

Regional Offices:

296 Cahaba Valley Parkway
Pelham, AL 35124

AL License 16318
Phone: (205) 733-8848
Fax: (205) 733-8107

3548 Bush St.
Raleigh, NC 27609

NC License 16529U
Phone: (919) 876-8834
Fax: (919) 878-0724

1950 Evergreen Blvd.
Suite 300
Duluth, GA 30096

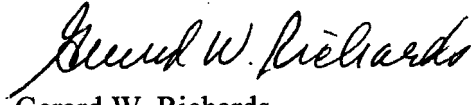
GA License EN213065
Phone: (678) 417-9377
Fax: (678) 417-9373

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If you require any additional information on this matter, please call me.

Very truly yours,

WAYNE J. GRIFFIN ELECTRIC, INC.

A handwritten signature in cursive script that reads "Gerard W. Richards".

Gerard W. Richards
Director of Operations

GWR/ad

March 21, 2008

Dear

This letter is to notify you that an employee in our Human Resources Department had personal items stolen from her home over the weekend, along with a password protected Company laptop computer, and Company health plan insurance invoices. The police were alerted to the theft and an investigation is underway. The laptop contained the names of certain employees, their social security numbers, and dates of birth. The health insurance paper invoices listed employee names and social security numbers, although those security numbers were identified as "sub. numbers" and not "social security numbers." The invoices did not include any personal medical information, addresses or dates of birth.

We take the possibility of identity theft very seriously and, therefore, are sending this precautionary advisory. The purpose of this letter is to make you aware of this incident so that you can take steps to protect yourself, minimize the possibility of misuse of your information and mitigate any harm that could result. Based on what we know to date, we are not aware of any specific cases of misuse of personal information obtained in connection with the incident. We have prepared the attached sheet to provide you with additional information concerning steps you could take to protect your identity, credit and personal information. We apologize for this situation and any inconvenience it may cause you.

We treat all sensitive employee information in a confidential manner and try to be proactive in the careful handling of such information. We continue to assess and modify our privacy and data security policies and procedures to prevent similar situations from occurring. Due to the details of the above crime, we do not believe your information will be misused as a result of this incident. However, as a precaution, we are finalizing arrangements to provide you with credit monitoring services (at the company's cost) should you wish to use such a protective measure. Any employee who wishes to use such a service can call the Holliston, MA office at 1-800-421-0151 and talk with Sandy Crowe at Extension 5251 or Mark Danielson at Extension 5349 for assistance.

Again, we apologize for any inconvenience this incident may cause you or your family and we encourage you to take advantage of the resources we will provide to you to protect your personal information.

Very truly yours,

WAYNE J. GRIFFIN ELECTRIC, INC.

Gerard W. Richards
Director of Operations

GWR/ad
Enclosure

What You Should Do to Protect Your Personal Information

We recommend you remain vigilant and consider taking one or more of the following steps to protect your personal information:

Contacting the nationwide credit-reporting agencies as soon as possible to:

- Add a security alert statement to your credit file at all three national credit-reporting agencies: Equifax, Experian, and TransUnion. You only need to contact one of the three agencies listed below; your request will be shared with the other two agencies. This security alert will remain on your credit file for 90 days.
- Remove your name from mailing lists of pre-approved offers of credit for approximately six months.
- Receive a free copy of your credit report by going to www.annualcreditreport.com.

Equifax
P.O. Box 740256
Atlanta, GA
(800) 525-6285
www.equifax.com

Experian
P.O. Box 9554
Allen, TX 75013
(888) 397-3742
www.experian.com/consumer

TransUnion
P.O. Box 2000
Chester, PA 19022
(800) 888-4213
www.transunion.com

2. If you aren't already doing so, please pay close attention to all bills and credit-card charges you receive for items you did not contract for or purchase. Review all of your bank account statements frequently for checks, purchases or deductions not made by you. Note that even if you do not find suspicious activity initially, you should continue to check this information periodically since identity thieves sometimes hold on to stolen personal information before using it.
3. The Federal Trade Commission ("FTC") offers consumer assistance and educational materials relating to identity theft and privacy issues. The FTC can be contacted either by visiting www.ftc.gov, www.consumer.gov/idtheft, or by calling (877) 438-4338. If you suspect or know that you are the victim of identity theft, you can report this to the Fraud Department of the FTC, who will collect all information and make it available to law-enforcement agencies. Contact information for the FTC is:

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