

Robinson+Cole

RECEIVED
AUG 07 2017
CONSUMER PROTECTION

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Also admitted in Massachusetts

Sent via first-class mail

August 4, 2017

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

RE: Breach Notification

Dear Attorney General Foster:

Please be advised that we represent KBE Building Corporation ("KBE"). Pursuant to RSA § 359-C:20, we are reporting to you that we notified one (1) New Hampshire resident of a breach of their personal information.

On July 28, 2017, as a result of a sophisticated e-mail phishing scheme, a KBE employee sent W-2 tax forms to an unauthorized third party via e-mail. The information disclosed included employee names, addresses, income information, and Social Security numbers.

The New Hampshire resident affected by this incident has received the enclosed notice pursuant to RSA § 359-C:20. We are offering the affected individual credit monitoring at no charge for a period of 24 months.

If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,



Linn F. Freedman

Enclosure

[Name]
[Address]
[City, State Zip Code]

August 4, 2017

RE: Your personal information

Dear [Name]:

KBE Building Corporation (KBE) is committed to protecting the privacy and personal information of our employees. Regrettably, we are writing to inform you of a sophisticated e-mail phishing incident that occurred on July 28, 2017. The incident involved disclosure of your W-2 information, which included your name, address, Social Security number and income information. Upon discovery of this incident, KBE immediately notified local law enforcement.

While the investigation is still ongoing, at this point, we have no evidence that any of your personal information has been misused. However, based on the circumstances of the e-mail phishing scheme, we are taking appropriate precautionary measures for your financial security and help alleviate any concerns you may have.

In order to protect your information, KBE has engaged ID Experts®, a data breach and recovery services expert, to provide you with MyIDCare™, which includes twenty-four (24) months of credit monitoring services. With this protection, MyIDCare will help you resolve issues if your identity is compromised. We strongly encourage you to register for this free identity theft protection service. To enroll please visit www.idexpertscorp.com/protect or call 1-800-939-4170 and provide the following membership enrollment code: [Enrollment Code].

Your twenty-four (24) month MyIDCare membership will include the following:

Complete Credit Monitoring and Recovery Services

- **Single Bureau Credit Monitoring** - Monitors any changes reported by Experian, Equifax and TransUnion Credit Bureau/Credit Bureaus to your credit report.

- **CyberScan Monitoring** - Monitors criminal websites, chat rooms, and bulletin boards for illegal selling or trading of their personal information.
- **Access to the ID Experts Team** - Access to an online resource center for up-to-date information on new identity theft scams, tips for protection, legislative updates and other topics associated with maintaining the health of your identity.
- **Complete Recovery Services** - Should you believe that you are a victim of identity theft, MyIDCare will work with you to assess, stop, and reverse identity theft issues.
- **Identity Theft Insurance** - In the event of a confirmed identity theft, you may be eligible for reimbursement of up to \$1,000,000 for expenses related to that theft.

If you choose not to use these services, **we strongly urge you to do the following:**

To place a fraud alert or security freeze on your own, you will need to contact one of the three major credit agencies directly at:

Equifax
1-800-525-6285
P.O. Box 105788
Atlanta, GA 30348
www.equifax.com

Experian
1-888-397-3742
P.O. Box 9554
Allen, TX 75013
www.experian.com

Trans Union
1-800-680-7289
Fraud Victim Assistance Department
P.O. Box 2000
Chester, PA 19022-2000
www.transunion.com

A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services.

Please note that if you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift or remove a security freeze. In all other cases, a credit reporting agency may charge you up to \$5.00 each to place, temporarily lift, or permanently remove a security freeze.

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address such as a current utility bill or telephone bill;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft;
8. If you are not a victim of identity theft, include payment by check, money order, or credit card (Visa, MasterCard, American Express or Discover only). Do not send cash through the mail.

The credit reporting agencies have three (3) business days after receiving your request to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password, or both that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze as well as the identities of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. The credit reporting agencies have three (3) business days after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must send a written request to each of the three credit bureaus by mail and include proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have three (3) business days after receiving your request to remove the security freeze.

Should you wish to obtain a credit report and monitor it on your own, you may obtain free copies of your credit report by visiting www.annualcreditreport.com or by calling them toll-free at 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204.) Upon receipt of your credit report, we recommend that you review it carefully for any suspicious activity.

Please note that you also have the right to obtain any police report filed in regard to this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

You can also obtain more information about identity theft and ways to protect yourself from the Federal Trade Commission (FTC), 600 Pennsylvania Avenue, NW, Washington, DC 20580. The FTC has an identity theft hotline: 877-438-4338; TTY: 1-866-653-4261. They also provide information online at www.ftc.gov/idtheft.

If you are a Rhode Island resident, you may also wish to contact the Rhode Island Attorney General's Office, Consumer Protection Unit, 150 South Main Street, Providence, Rhode Island 02903, at consumers@riag.ri.gov or (401) 274-4400. You may also visit their website for more information <http://www.riag.ri.gov/ConsumerProtection/About.php>.

If you are a Maryland resident, you may contact the Maryland Attorney General's Office, 200 St. Paul Place, Baltimore, MD 21202, at 888-743-0023 or consumer@oag.state.md.us. You may also visit their website for more information <http://www.marylandattorneygeneral.gov/Pages/IdentityTheft/default.aspx>.

If you have not filed your taxes this year, you should consider notifying the IRS that your tax records may be at risk by completing IRS Form 14039 (Identity Theft Affidavit) which can be located at <http://www.irs.gov/pub/irs-pdf/f14039.pdf>. You will need to send Form 14039 to the IRS along with a copy of your valid government-issued identification, such as a Social Security card, driver's license, or passport to the address on the form or by faxing it to 1-855-807-5720.

Detailed below are a few things to keep in mind when filing Internal Revenue Service Form 14039:

- All documents, including your identification, must be clear and legible;
- The identity theft marker will remain on your file for a minimum of three tax cycles;
- Any returns containing your social security number will be reviewed by the IRS for possible fraud; and
- The marker may delay the processing of any legitimate tax returns.

If you are concerned about tax identity theft, we recommend that you visit the IRS Taxpayer Guide to Identity Theft at <http://www.irs.gov> for more information.

We regret that this happened and any inconvenience this may cause you. If you have any questions please do not hesitate to contact me at 1-860-284-7654.

Sincerely,

Susanne Donohue
VP, Human Resources & AA/EEO Officer