



935 Mearns Road Warminster, PA 18974 800.523.2327 Phone: 215.672.7800 Fax: 215.672.7807 www.spindustries.com

May 8, 2018

Attorney General
NH Department of Justice
33 Capitol Street
Concord, NH 03301
Phone: (603) 271-3643
Fax: (603) 223-6202, and
Email: DOJ-CPB@doj.nh.gov

RE: Notice of Data Breach

Dear Attorney General of the State of New Hampshire,

This letter is to notify you of a data incident that may involve one (1) resident of the state of New Hampshire who is an employee or former employee of SP Industries, Inc. (the "Company").

What Happened?

On March 28, 2018, Julian Sur, a CPA performing certain accounting and auditing service for the Company (the "Auditor") learned that there was potentially unauthorized access from a foreign IP system to the Auditor's e-mails from approximately February 9-26, 2018. The Auditor engaged a third party forensic IT firm to investigate this incident. The investigation is now complete, but unfortunately the forensic IT firm cannot determine which files, if any, were actually accessed by an unauthorized individual. This incident did not involve any of the Company's computer systems or its email accounts. The Auditor is notifying each individual whose information was potentially accessible.

What Information Was Involved?

The information may have included: full name, address, date of birth, and Social Security number regarding the one New Hampshire resident who is an employee or former employee of the Company.

What is Being Done

The Auditor has informed the Company that it is enhancing its data security procedures. In addition, the Auditor has worked with counsel, local police, the Internal Revenue Service, and a third party vendor of identity protection services to resolve this matter and protect the personal information of the Company's employees and former employees. The Company is also revisiting our internal processes and we are in the process of reinforcing our personal information security practices.

The Auditor will shortly notify each individual who may have been impacted by the incident by U.S. mail.

As described in the attached letter, the Auditor is offering complimentary identity theft protection services through ID Experts®, the data breach and recovery services expert, to provide each individual with MyIDCare™. MyIDCare





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services include: 12 months of credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, exclusive educational materials and fully managed id theft recovery services.

For more information, please contact me at kim.smith@spindustries.com or 215-672-7800, Ext 1209.

Sincerely,

A handwritten signature in black ink that reads "Kim Smith".

Kim Smith
Human Resources Manager



Julian Sur, CPA

C/O ID Experts
[Address1]
[City, State Zip]

[Date]

«First_Name» «Last_Name»
«Address_1» «Address_2»
«City», «State» «Zip»

RE: Notice of Data Breach

Dear «First_Name» «Last_Name»

Please allow this letter to notify you of a data incident involving some of your personal information. I take the privacy of your information very seriously and recommend that you closely review the information provided in this letter for steps that you may take to protect yourself against the potential misuse of information. You are receiving this letter because you are a current or former employee of SP Industries, Inc. (“Company”), for whom I performed certain accounting and auditing services.

What Happened?

On March 28, 2018, I learned that there was potentially unauthorized access from a foreign IP system to my e-mails from approximately February 9-26, 2018. The investigation is now complete but, unfortunately, the forensic IT firm cannot determine which files, if any, were actually accessed. Please note that this incident did not involve any of the Company’s computer systems or its email accounts. Out of an abundance of caution, I am notifying everyone whose information was potentially accessible.

What Information Was Involved?

As noted above, you are receiving this letter because you are an employee or former employee of the Company for whom I performed work. The information may have included your: full name, address, date of birth, and Social Security number.

What I am Doing

Cyber-attacks on email continue to increase and evolve. For this reason and to help prevent this type of incident in the future, I am continuously enhancing my data security procedures. In addition, I have worked diligently with counsel, local police, the Internal Revenue Service, and a third party vendor of identity protection services to resolve this matter and protect your personal information. Likewise, I am currently in the process of communicating with the appropriate law enforcement departments.

In addition, I am offering identity theft protection services through ID Experts®, the data breach and recovery services expert, to provide you with MyIDCare™. MyIDCare services include: 24 months of credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, exclusive educational materials and fully managed id theft recovery services. With this protection, MyIDCare will help you resolve issues if your identity is compromised.

What You Can Do

I encourage you to remain vigilant by reviewing your account statements for any unauthorized activity. You should also review the additional information on the following pages on ways to protect yourself.

I encourage you to contact ID Experts with any questions and to enroll in free MyIDCare services by calling (800) 445-9125 or going to www.idexpertscorp.com/protect and using the Enrollment Code provided above. MyIDCare experts are available Monday through Friday from 5 am - 5 pm Pacific Time. Please note the deadline to enroll is July 26, 2018.

Again, at this time, there is no evidence that your information has been misused. However, we encourage you to take full advantage of this service offering. MyIDCare representatives have been fully versed on the incident and can answer questions or concerns you may have regarding protection of your personal information.

For More Information

You will find detailed instructions for enrollment on the enclosed Recommended Steps document. Also, you will need to reference the enrollment code at the top of this letter when calling or enrolling on the website, so please do not discard this letter.

Please call (800) 445-9125 or go to www.idexpertscorp.com/protect for assistance or for any additional questions you may have.

Sincerely,

A handwritten signature in blue ink that reads "Julian Sur". The signature is written in a cursive style and is positioned to the left of a vertical line.

Julian Sur, CPA



Recommended Steps to help Protect your Information

Please Note: Minors, under the age of 18, should not have a credit history established and are under the age to secure credit. Therefore credit monitoring may not be applicable at this time. All other services provided in the membership will apply. No one is allowed to place a fraud alert on your credit report except you, please follow the instructions below to place the alert.

1. Website and Enrollment. Go to www.idexpertscorp.com/protect and follow the instructions for enrollment using your Enrollment Code provided at the top of the letter. Once you have completed your enrollment, you will receive a welcome letter by email (or by mail if you do not provide an email address when you sign up). The welcome letter will direct you to the exclusive MyIDCare Member Website where you will find other valuable educational information.

2. Activate the credit monitoring provided as part of your MyIDCare membership, which is paid for by Julian Sur, CPA. Credit and CyberScan monitoring are included in the membership, but you must personally activate it for it to be effective. Note: You must have established credit and access to a computer and the internet to use this service. If you need assistance, MyIDCare will be able to assist you.

3. Telephone. Contact MyIDCare at (800) 445-9125 to gain additional information about this event and speak with knowledgeable representatives about the appropriate steps to take to protect your credit identity.

4. Review your credit reports. We recommend that you remain vigilant by reviewing account statements and monitoring credit reports. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three major credit reporting companies. To obtain a free annual credit report, go to www.annualcreditreport.com or call 1-877-322-8228. You may wish to stagger your requests so that you receive a free report by one of the three credit bureaus every four months.

If you discover any suspicious items and have enrolled in MyIDCare, notify them immediately by calling or by visiting their Member website and filing a theft report.

If you file a theft report with MyIDCare, you will be contacted by a member of our ID Care team who will help you determine the cause of the suspicious items. In the unlikely event that you fall victim to identity theft as a consequence of this incident, you will be assigned an ID Care Specialist who will work on your behalf to identify, stop and reverse the damage quickly.

You should also know that you have the right to file a police report if you ever experience identity fraud. Please note that in order to file a crime report or incident report with law enforcement for identity theft, you will likely need to provide some kind of proof that you have been a victim. A police report is often required to dispute fraudulent items. You can report suspected incidents of identity theft to local law enforcement or to the Attorney General.

5. Place Fraud Alerts with the three credit bureaus. If you choose to place a fraud alert, we recommend you do this after activating your credit monitoring. You can place a fraud alert at one of the three major credit bureaus by phone and also via Experian's or Equifax's website. A fraud alert tells creditors to follow certain procedures, including contacting you, before they open any new accounts or change your existing accounts. For that reason, placing a fraud alert can protect you, but also may delay you when you seek to obtain credit. The contact information for all three bureaus is as follows:

Credit Bureaus

Equifax Fraud Reporting
1-866-349-5191
P.O. Box 105069
Atlanta, GA 30348-5069

Experian Fraud Reporting
1-888-397-3742
P.O. Box 9554
Allen, TX 75013

TransUnion Fraud Reporting
1-800-680-7289
P.O. Box 2000
Chester, PA 19022-2000

www.alerts.equifax.com

www.experian.com

www.transunion.com

It is necessary to contact only ONE of these bureaus and use only ONE of these methods. As soon as one of the three bureaus confirms your fraud alert, the others are notified to place alerts on their records as well. You will receive confirmation letters in the mail and will then be able to order all three credit reports, free of charge, for your review.

6. Security Freeze. By placing a security freeze, someone who fraudulently acquires your personal identifying information will not be able to use that information to open new accounts or borrow money in your name. You will need to contact the three national credit reporting bureaus listed above in writing to place the freeze. Keep in mind that when you place the freeze, you will not be able to borrow money, obtain instant credit, or get a new credit card until you temporarily lift or permanently remove the freeze. The cost of placing the freeze varies by the state you live in and for each credit reporting bureau. The Credit Bureau may charge a fee of up to \$5.00 to place a freeze, lift, or remove a freeze. However, if you are a victim of identity theft and have filed a report with your local law enforcement agency or submitted an ID Theft Complaint Form with the Federal Trade Commission, there may be no charge to place the freeze.

7. You can obtain additional information about the steps you can take to avoid identity theft from the following agencies. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them.

California Residents: Visit the California Office of Privacy Protection (www.privacy.ca.gov) for additional information on protection against identity theft.

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

North Carolina Residents: Office of the Attorney General of North Carolina, 9001 Mail Service Center, Raleigh, NC 27699-9001, www.ncdoj.com/, Telephone: 1-919-716-6400.

Oregon Residents: Oregon Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096, www.doj.state.or.us/, Telephone: 877-877-9392

All US Residents: Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW Washington, DC 20580, www.consumer.gov/idtheft, 1-877-IDTHEFT (438-4338), TTY: 1-866-653-4261.