



**VENTURE LOGISTICS**  
**YOUR TOTAL TRANSPORTATION COMPANY**

December 6, 2016

NH Department of Justice  
Office of the Attorney General  
33 Capitol Street  
Concord, NH 03301

To Whom It May Concern:

I am writing on behalf of Venture Logistics ("Venture Logistics" or "Company") to alert the New Hampshire Attorney General's office to an incident involving an inadvertent disclosure of certain personal information affecting six (6) New Hampshire residents who are employed by the Company. Immediately upon discovering the inadvertent disclosure, Venture Logistics took steps to contain and remedy the disclosure. Having fully investigated the incident and taken appropriate remedial measures, Venture Logistics believes it is reasonable to conclude that employees will not be harmed by the disclosure. Nevertheless, out of an abundance of caution, we are providing this notice.

On November 14, 2016, an e-mail with an unencrypted attachment containing names, social security numbers, personal e-mail address, dates of hire and benefit elections for 2016 was sent to 360 Company employees. Venture Logistics did not intend to send this information to these employees.

The error was discovered within an hour after the e-mail was sent. IT was immediately notified and took quick action to address this situation with the highest priority. The e-mail and the attached file were retracted from those recipients who had not yet opened it and were deleted from the Company e-mail system, including the e-mailboxes (and the Sent and Trash folders) of each of the employees who received it. IT also checked to determine whether the e-mail had been forwarded by any of the employees who received it and determined that no employee had had been able to forward the email.

Venture logistics has prepared a notice to employees affected by the inadvertent disclosure. A copy of the notice that was be sent on November 23, 2016 to the affected residents is attached.

If you need additional information on this matter, please contact Venture Logistics Human Resources Director, Sara Gloré, at 317-428-3941.

Sincerely,

*Jeff Davis*

Jeff Davis  
Executive Vice President



# **VENTURE LOGISTICS**

**YOUR TOTAL TRANSPORTATION COMPANY**

## **NOTICE TO EMPLOYEES**

### **IMPORTANT – PLEASE READ**

November 23, 2016

Dear Employee:

I am writing on behalf of Venture Logistics (“Venture Logistics” or “Company”) to alert you to an incident involving an inadvertent disclosure of certain personal information. Immediately upon discovering the inadvertent disclosure, Venture Logistics took steps to contain and remedy the disclosure. Having fully investigated the incident and taken appropriate remedial measures, Venture Logistics believes it is reasonable to conclude that you will not be harmed by the disclosure. Nevertheless, out of an abundance of caution, we are providing you this notice.

#### **What happened?**

On November 14, 2016 an e-mail with an unencrypted attachment containing your name, social security number, personal e-mail address, date of hire and your benefit elections for 2016 was sent to 360 Company employees. Venture Logistics did not intend to send this information to these employees.

#### **What did Venture Logistics do in response to the inadvertent disclosure and what has the Company done to protect your personal information from any further unauthorized access?**

The error was discovered within an hour after the e-mail was sent. IT was immediately notified and took quick action to address this situation with the highest priority. The e-mail and the attached file were retracted from those recipients who had not yet opened it and were deleted from the Company e-mail system, including the e-mailboxes (and the Sent and Trash folders) of each of the employees who received it. IT also checked to determine whether the e-mail had been forwarded by any of the employees who received it and determined that no employee had had been able to forward the email.

#### **What personal information was contained in the file attached to the e-mail?**

As discussed above, the file contained your name, social security number, personal e-mail address, date of hire and information regarding your benefit elections for 2016.

#### **What can I do?**

The following steps may help protect you from identity theft or other harm:

- You may place a security freeze on your credit reports, which would prohibit a credit reporting agency from releasing any information from your credit report without your written permission. You should be aware, however, 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. If you believe you have been a victim of identity theft and you provide a credit reporting agency with a valid police report, the agency cannot charge you to place, lift or remove a security freeze

on your credit reports. In all other cases, a credit reporting agency may charge you up to \$5.00 each time you place, temporarily lift, or permanently remove a security freeze.

- You may place a fraud alert on your credit report, which may help prevent someone from opening accounts in your name or changing your existing accounts. You may contact any one of the three major credit bureaus listed below to do so. When one credit bureau confirms your fraud alert, the others will be notified automatically of the alert.

**Equifax**

P.O. Box 740241  
Atlanta, GA 30374-0241  
800-525-6285  
www.equifax.com

**Experian**

P.O. Box 9556  
Allen, TX 75013  
888-397-3742  
www.experian.com

**TransUnionCorp**

Trans Union Consumer  
Relations  
P.O. Box 2000  
Chester, PA 19022-2000  
800-680-7289  
www.transunion.com

- You may order a copy of your credit report. You are entitled to receive a free credit report annually from each of the three credit bureaus (listed above). Even if you do not find suspicious activity on your initial credit reports, the Federal Trade Commission recommends that you check your credit reports and credit card statements periodically.
- Remain vigilant in reviewing your account statements and monitoring free credit reports to protect yourself against fraud and identity theft.
- You may obtain additional information about how to avoid identify theft from the Federal Trade Commission or your state's attorney general. Contact information for the Federal Trade Commission is below.

**Federal Trade Commission**

600 Pennsylvania Avenue, NW  
Washington, DC 20580  
(202) 326-2222  
www.ftc.gov

- If you suspect that someone has stolen or misused your personal information or that you are a victim of identity theft, you should immediately report the incident to local law enforcement or the attorney general for the state in which you reside. You may also find additional information about how to protect yourself at [www.ftc.gov](http://www.ftc.gov).

**Who may you contact at Venture Logistics if you have any questions?**

For additional information or assistance, please contact Human Resources at 317-582-6635.

Sincerely,

*Jeff Davis*

Jeff Davis  
Executive Vice President