



Spectrum, Inc.
18617 South Broadwick Street
Rancho Dominguez, California 90220-6435, USA

Sample letter

voice: 310 885 4600
fax: 310 885 4666

RECEIVED
DEPT. OF HEALTH SERVICES
2016 MAY 27 P 4:31

May 23, 2016

[Employee Name]

[Employee Address]

Credit Monitoring Promo Code: SICA2016 (LifeLock®)

NOTICE OF DATA BREACH

Dear [Employee Name]:

We value your contributions to Spectrum, Inc. and respect the privacy of your personal information, which is why, as a precautionary measure, we are writing to let you know about a data security incident that involves some of your personal information.

WHAT HAPPENED?

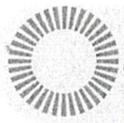
Between April 4, 2016 and April 21, 2016, the company was subject to a phishing scam in which hackers, impersonating company executives, were able to obtain copies of W-2 tax forms of all of our company employees. We became aware of this data breach on April 26, 2016. We believe that the hackers may attempt to file fraudulent tax returns with the IRS or with state taxing authorities in the name of some of the employees in order to obtain a tax refund (which refund would be sent to the hackers).

WHAT INFORMATION WAS INVOLVED?

The data accessed consisted solely of the W-2 tax forms of our employees. As you know, personal information on a W-2 form consists of the employee's name, home address, Social Security number, income and other tax information. To our knowledge, the data accessed did not include dates of birth, bank information, health information, specific employment information or family information, or any information other than that which is found on a W-2 tax form.

WHAT WE ARE DOING

Spectrum values your privacy and deeply regrets that this incident occurred. The company is conducting a thorough review of the potentially affected records, e-mail servers and computer systems, and will notify you if there are any changes to our understanding of what happened or if there are any other significant developments. Spectrum has also started implementing additional security measures designed to prevent a recurrence of such an attack, and to protect the privacy of our employees.



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In addition, we intend to shortly notify law enforcement to ensure the incident is properly addressed.

WHAT YOU CAN DO

Please review the attachment to this letter (Steps You Can Take to Further Protect Your Information) for further information on steps you can take to protect your information, and how to receive free credit monitoring service for two (2) years.

FOR MORE INFORMATION

For further information and assistance, please contact Lorena Valle at (310) 605-4428 between 9:00 a.m. - 5:00 p.m. PST daily, or at 18617 S. Broadwick Street, Rancho Dominguez, CA 90220.

Sincerely,

Spectrum, Inc.

By: _____

Name: Anthony MacDonald

Title: President



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STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR INFORMATION

- **Review Your Account Statements and Notify Law Enforcement of Suspicious Activity**

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission.

To file a complaint with the FTC or to obtain information about steps you can take to avoid identity theft, go to www.ftc.gov/idtheft or call 1-877-ID-THEFT (877-438-4338). The address for the FTC is Federal Trade Commission, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580. Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies. You can also obtain information from the FTC about fraud alerts and security freezes.

You can also obtain information about steps you can take to avoid identify theft from the Office of the Maryland Attorney General at <https://www.oag.state.md.us/>, (888) 743-0023 (toll-free in Maryland) or (410) 576-6300, or at 200 St. Paul Place, Baltimore, MD 21202.

- **Copy of Credit Report**

You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. You can print a copy of the request form at <https://www.annualcreditreport.com/manualRequestForm.action>. Please note that if you ask for your report by phone or mail, it may take up to 15 days for you to get it.

Alternatively, you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

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Equifax
(800) 685-1111
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian
(888) 397-3742
www.experian.com
P.O. Box 4500
Allen, TX 75013

TransUnion
(800) 916-8800
www.transunion.com
P.O. Box 2000
Chester, PA 19016

You can also obtain information from the three major credit reporting agencies about fraud alerts and security freezes.

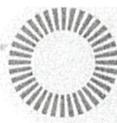
- **Fraud Alert**

You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact the FTC or any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

- **Contact the IRS and File Appropriate Forms**

In situations where your Social Security number has been compromised, as is the case here, and you know or suspect you may be a victim of tax-related identify theft, the IRS recommends the following additional steps:

- Respond immediately to any IRS notice; call the number provided or, if instructed, go to IDVerify.irs.gov.
- Complete IRS Form 14039, Identify Theft Affidavit (a copy of which is enclosed), if your e-filed return is rejected because of a duplicate filing under your Social Security number, or if you are instructed to do so. As this form can also be submitted by *potential* victims of identity theft, you may want to consider submitting this form even if your e-filed return has not been rejected or you have not been instructed to do so. Fill out the enclosed form, attaching the necessary documentation, and mail it to the IRS according to the instructions on the form.
- Please visit http://taxes.marylandtaxes.com/Individual_Taxes/Taxpayer_Assistance/Id_entity_Protection/default.shtml for information on steps Maryland state taxpayers should take.



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- Continue to pay your taxes and file your tax return, even if you must do so by paper.

Since false tax returns have already been filed on behalf of at least four Spectrum employees, we strongly recommend that you file the above identity theft affidavits and/or obtain further information on additional steps to take from the relevant state authority listed above. Please note, however, that filing these affidavits may delay any tax refund that you may be entitled to receive. If you are notified that you are entitled to a tax refund and that the processing of your refund has been delayed while your identity theft affidavit is being reviewed, please contact Lorena Valle. Depending on the circumstances, Spectrum may be able to provide you with temporary financial assistance until your tax refund is processed.

- **Credit Report Monitoring**

Spectrum has arranged to provide you with credit monitoring service with LifeLock Advantage™ for two (2) years, at no cost to you. The credit protection package provides you with the following benefits:

- | | |
|---|---|
| ✓ LifeLock Identity Alert® System | ✓ Reduce Preapproved Credit Card offers |
| ✓ Black Market Website Surveillance | ✓ Fictitious Identity Monitoring |
| ✓ Court Records Scanning | ✓ Data Breach Notification |
| ✓ Address Change Verification | ✓ Online Annual Credit Report |
| ✓ Online Annual Credit Score | ✓ Lost Wallet Protection |
| ✓ Credit Card, Checking and Savings Account Activity Alerts | ✓ Live Member Support 24/7/365 |
| ✓ Certified Resolution Support | |

To take advantage of this offer, you have until **July 15th, 2016** to enroll in this service. To begin protecting yourself immediately at no cost to you:

1. Call 1-800-899-0180 or visit www.lifelock.com to enroll.
2. Use the promotion code: **SICA2016** when prompted as well as your Member ID
3. Your Member ID is your first name, last name plus your 5 digit zip code.
4. Eg. JOHNNORTON12345