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June 7, 2016

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**Via Federal Express**

Attorney General Brian E. Frosh  
Attention: Security Breach Notification  
200 St. Paul Place  
Baltimore, MD 21202

Dear Attorney General Frosh:

On behalf of The Quikrete, Inc. (the "Company") we are writing to provide you notice concerning the personal information of certain residents of your state.

The Company recently learned that one of its Human Resources employees inadvertently sent by email a spreadsheet containing social security numbers to area supervisors in other divisions of the Company who did not have a need for such information to perform their job functions. The email was sent on May 17, 2016 as part of an effort to update employee records to meet the requirements of the federal health care reform act. This spreadsheet included the name and social security number of certain employees, as well as that of dependents on the employees' health care plan. As soon as the matter was brought to the attention of the Company's Vice President of Human Resources, the personnel who received this information were directed to delete the spreadsheet so they would no longer have access to such records.

The Company undertook an investigation to assess whether this incident resulted in any unauthorized uses of the subject personal information. Based on its investigation, the Company believes the information sent inadvertently was only accessed by management personnel and administrative personnel of the Company who are accustomed to handling sensitive and confidential information such as compensation records and benefits. The Company has no reason to believe that any of the subject information or that of a covered dependent(s) or spouse was used in an unauthorized manner.

While the Company has no reason to believe that any personal information was disclosed outside the Company or was used for any purpose other than for Company business matters, because the Company cannot rule this out, notice is being provided at this time to your office and thereafter to the affected individuals out of an abundance of caution. A sample of the planned individual notice is enclosed. Based on the results of its investigation of this incident, the Company believes that three (3) residents of your state are affected by this incident.



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To help prevent the recurrence of similar incidents, the Company has reminded its employees handling such personal information of the continued need to be careful with how such information is used, even for appropriate Company business. Please be assured that the Company takes seriously its responsibility to protect sensitive personal information.

If your office requires any further information in this matter, please contact the undersigned at the above address or by telephone at 404-815-3674.

Sincerely,

SMITH, GAMBRELL & RUSSELL, LLP



Brett Lockwood

BL:dw

**[On Quikrete Letterhead]**

**[Form of Individual Notice Letter]**

June \_\_, 2016

[Addressee]

[Address]

Dear \_\_\_\_\_,

This letter is sent to you by The Quikrete, Inc. (the "Company") to alert you to an important matter.

The Company recently learned that one of its Human Resources employees inadvertently sent by email a spreadsheet containing social security numbers to area supervisors in other divisions of the Company who did not have a need for such information to perform their job functions. The email was sent on May 17, 2016 as part of an effort to update employee records to meet the requirements of the federal health care reform act. This spreadsheet included your name and social security number, as well as that of your dependents on your health care plan. As soon as the matter was brought to the attention of the Company's Vice President of Human Resources, the personnel who received this information were directed to delete the spreadsheet so they would no longer have access to such records.

The Company undertook an investigation to assess whether this incident resulted in any unauthorized uses of your personal information. Based on its investigation, the Company believes the information sent inadvertently was only accessed by management personnel and administrative personnel of the Company who are accustomed to handling sensitive and confidential information such as compensation records and benefits. We have no reason to believe that any of your information or that of a covered dependent(s) or spouse was used in an unauthorized manner. To help prevent the recurrence of similar incidents, the Company has reminded its employees handling such personal information of the continued need to be careful with how such information is used, even for appropriate Company business.

While the Company has no reason to believe that your personal information was disclosed outside the Company or was used for any purpose other than for Company business matters, we are notifying you of this matter out of an abundance of caution. We advise you to remain vigilant concerning your personal credit information. Even if you do not find any suspicious activity on your credit reports, you should check your credit reports periodically. You also may wish to consider placing a fraud alert or security freeze on your credit file. A fraud alert requires creditors to contact you before they open any new accounts or change your existing accounts. A security freeze prohibits a credit reporting agency from releasing any information from your credit report without your written authorization. Contact information for the three major national credit bureaus is attached.

If you have reason to believe that any of your personal information is being misused, you should contact local law enforcement and file a police report. In such an event, creditors may want a copy of a police report to absolve you of any fraudulent debts.

Please be assured that the Company takes its responsibility to protect sensitive personal information seriously. If you would like any additional information on this matter, you may contact either Mark Mulcahy, VP Human Resources or Ron McClendon, Human Resources Manager during the hours of 8 a.m. to 5 p.m. (Eastern), Monday-Friday.

Sincerely,

Mark E. Mulcahy  
VP Human Resources

## Credit Bureau Information and Additional Notifications for Residents of Certain States

For residents of California, Hawaii, Iowa, Maryland, Michigan, Missouri, North Carolina, Oregon, Vermont, Virginia, West Virginia, and Wyoming:

It is required by state laws to inform you that you may obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. It is recommended by state law that you remain vigilant for incidents of fraud and identify theft by reviewing credit card account statements and monitoring your credit report for unauthorized activity. You may obtain a free copy of your credit report and information about steps you can take to avoid identity theft by contacting any one or more of the following national consumer reporting agencies:

### **Equifax**

P.O. Box 105788  
Atlanta, GA 30348  
1-800-685-1111  
[www.equifax.com](http://www.equifax.com)

### **Experian**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

### **TransUnion**

P.O. Box 6790  
Fullerton, CA 92834-6790  
1-800-888-4213  
[www.transunion.com](http://www.transunion.com)

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For residents of Iowa:

State law advises you to report any suspected identity theft to law enforcement or to the Attorney General.

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For residents of Oregon:

State laws advise you to report any suspected identity theft to law enforcement, as well as the Federal Trade Commission.

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For residents of Maryland and North Carolina:

You can obtain information from the Maryland and North Carolina Offices of the Attorneys General and the Federal Trade Commission about steps you can take to avoid identity theft.

### **Maryland Office of the Attorney General**

Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
1-888-743-0023  
[www.oag.state.md.us](http://www.oag.state.md.us)

### **North Carolina Office of the Attorney General**

Consumer Protection Division  
9001 Mail Service Center  
Raleigh, NC 27699-9001  
1-877-566-7226  
[www.ncdoj.com](http://www.ncdoj.com)

### **Federal Trade Commission**

Consumer Response Center  
600 Pennsylvania Avenue, NW  
Washington, DC 20580  
1-877-IDTHEFT (438-4338)  
[www.ftc.gov/bcp/edu/microsites/idtheft/](http://www.ftc.gov/bcp/edu/microsites/idtheft/)

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For residents of Illinois:

It is required by state law to inform you that you can obtain information from the national consumer reporting agencies and the Federal Trade Commission about fraud alerts and security freezes.

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For residents of Massachusetts and West Virginia:

It is required by state law that you are informed of your right to obtain a police report if you are a victim of identity theft. You also have the right to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent; however, using a security freeze may delay your ability to obtain credit.

To place a security freeze on your credit report, you need to send a request to a consumer reporting agency by certified mail, overnight mail, or regular stamped mail. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, display your name and current mailing address, and the date of issue. The consumer reporting agency may charge a fee of up to \$10.00 (depending on where you reside) to place a freeze or lift or remove a freeze, unless you are a victim of identity theft or the spouse of a victim of identity theft, and you have submitted a valid police report relating to the identity theft incident to the consumer reporting agency.

### **Equifax Security Freeze**

P.O. Box 105788  
Atlanta, Georgia 30348  
[www.equifax.com](http://www.equifax.com)

### **Experian Security Freeze**

P.O. Box 9554  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)

### **TransUnion**

P.O. Box 6790  
Fullerton, CA 92834-6790  
[www.transunion.com](http://www.transunion.com)