**BY CERTIFIED MAIL**

DATE

NAME

ADDRESS

 ***RE: Potential Breach of Personal Information and Recommendations***

Dear Mr./Ms. LAST NAME,

Walpole Outdoors values you as an employee and respects the privacy of your information, which is why, as a precautionary measure, we are writing to let you know about a data security incident that may have involved your personal information. Specifically, the Company has received information that your social security number may have been copied and taken by a former supervisor. This unauthorized use of our computerized data is a violation of Me. Rev. Stat. tit. 10, § 1348. In addition, this former supervisor violated numerous company policies through this misappropriation of information.

We conducted a reasonable and prompt investigation through which we have confirmed that this individual possesses company documents that contain social security numbers, dates of birth and addresses of employees, and we think your information was included. At the time he gained access to the information, this person was still an employee and was under an obligation to maintain the confidentiality of the information. At termination of his employment, this person was under an obligation not to take this confidential information from the Company. This person violated those obligations and his duty of loyalty to our Company and to you.

**Please know that the Company truly regrets these circumstances. Moreover, the Company has retained a lawyer and intends to seek full legal recourse. We will recoup the original source of this information and ensure that all copies thereof are deleted.**

At this time, the Company does not know if any personal information has been misused, or if it will reasonably be misused in the future, by this former employee. We think this employee simply plans to try to use the information against the Company rather than to harm our employees. Nevertheless, we recommend that you take a number of steps as a precaution, including:

1. Review financial statements: It is highly recommended that you review all financial statements from banking and credit entities as quickly as possible. Many of these entities have websites and this information can be accessed without waiting for a monthly statement.
2. Report suspicious activity: If you view any suspicious activity on the 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 and the State Attorney General.
3. Contact that three (3) credit reporting agencies below and request a free copy of your credit report. We recommend that you also place a **fraud alert** on your credit report. Under Maine law, 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.

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| --- | --- | --- |
| Equifax(800) 685-1111[www.equifax.com](http://www.equifax.com)P.O. Box 740241Atlanta, GA 30374 | Experian(888) 397-3742[www.experian.com](http://www.experian.com)535 Anton Blvd., Suite 100Costa Mesa, CA 92626  | TransUnion (800) 916-8800 [www.transunion.com](http://www.transunion.com)P.O. Box 6790Fullerton, CA 92834 |

We are sorry that our trust in this former supervisor was misplaced. We regret that he has involved you in this situation. You are an important part of our team, and we will take whatever steps we deem necessary to recover your information from this person. If you are in need of clarification of this notice, please contact:

Gina Liberty, Human Resources Generalist

Phone: 207-416-1945  Mobile: 207-660-5271

Email: gina.liberty@walpoleoutdoors.com

Thank you for your attention to this matter.

Sincerely,

NAME

TITLE