

PERSONAL & CONFIDENTIAL



Date: 6/9/16

Dear Momentum Staff

We are writing to inform you about a security incident involving your personal information and to let you know the steps that Momentum for Mental Health (“Momentum”) is taking to address it.

What Happened?

On June 3, 2016, Momentum was targeted by an e-mail scam called “spoofing.” We discovered this incident within hours of it taking place. Nonetheless, it resulted in Momentum inadvertently making personal information from your Form W-2 available to an unknown third party.

What Information Was Involved?

Your name, Social Security number, information about your wages and any taxes deducted from your wages that would normally appear on your W-2. Your mailing address information was not accessed, nor was your banking information.

What We Are Doing?

We immediately confirmed that this attack was an isolated incident and determined which employees – current and former – may have been impacted. We also have contacted the relevant law enforcement authorities and will cooperate in any investigation.

In an effort to provide an effective and high level of protection, Momentum is offering you three years of identity protection **at no cost to you.**

Momentum will automatically enroll you in InfoArmor’s identity protection plan. This Momentum sponsored plan is for three years, from 6/1/16 through 5/31/19. If you choose to opt out of this protection plan, please let Pam Sandoval in HR know as soon as possible (408) 254-6828 X 1215 .

You may also contact InfoArmor to enroll in a protection plan for your entire family at a cost of \$14.95 per month which would be paid for by you. Their information is below.

VISIT the *InfoArmor* website www.inforarmor.com/momentum or call **(800) 789-2720**.

If you have any questions concerning InfoArmor, please call one of InfoArmor’s Privacy Advocates at (800) 789-2720.

What You Can Do?

We have included with this letter additional information on steps you can take to protect the security of your personal information. We urge you to review this information carefully.

Please know that we are taking steps to prevent a recurrence, including a comprehensive review of our policies and procedures for safeguarding employees’ personal information and additional training for employees with access to that data.

We deeply regret any inconvenience this incident might cause you. If you have any questions, please contact Gail Campanale in QI (408) 261-7135 X 2126 or Jennifer Chu in HR(408) 254-6828 X 1210.

Sincerely,

David K. Mineta
President and CEO
Momentum for Mental Health

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Steps to Protect the Security of Your Personal Information

By taking the following steps, you can help reduce the risk that your personal information may be misused.

1. Enroll in InfoArmor's PrivacyArmor® Protection. Your three-year membership will help you to detect possible misuse of your personal information and will provide identity protection services focused on identification and resolution of possible identity theft. Once you activate your PrivacyArmor membership, your credit report will be monitored. You will receive timely credit alerts from InfoArmor on any key changes in your credit report. Enrolling in PrivacyArmor will not affect your credit score. InfoArmor's PrivacyArmor product will provide the following benefits:

- **Identity & Credit Monitoring:** Your credit is monitored through TransUnion, Equifax and Experian.
- **Credit Scores and Reports:** You are given access to a monthly credit score and a credit report each year from TransUnion. You will also receive a monthly email with your identity risk status and additional tips to better protect yourself. ~~(Is this correct?)~~
- **\$1 Million Identity Theft Insurance:** If you are a victim of fraud, InfoArmor will reimburse your out of pocket costs to reinforce your financial security.

2. Tax-Related Fraud. To reduce the risk of tax-related fraud, you may contact the IRS Identity Protection Specialized Unit at (800) 908-4490 (Monday - Friday, 7 am - 7 pm local time); <https://www.irs.gov/uac/Newsroom/Tips-for-Taxpayers,-Victims-about-Identity-Theft-and-Tax>Returns-2014>. You may be asked to fill out an IRS Identity Theft Affidavit, [Form 14039](#) after the call.

3. Review your credit reports. You can receive free credit reports by placing a fraud alert. Under federal law, you also are entitled every 12 months to one free copy of your credit report from each of the three national credit bureaus. 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 from one of the three credit bureaus every four months.

4. Review your account statements. You should carefully review for suspicious activity the statements that you receive from credit card companies, banks, utilities and other service providers.

5. Remain vigilant and respond to suspicious activity. If you receive an e-mail or mail alert from InfoArmor, contact an ~~Privacy~~InfoArmor Privacy Advocates at 800 789-2720 or www.myprivacyarmor.com. If you notice suspicious activity on an account statement, report it to your credit card company or service provider and consider closing the account. You also should consider reporting such activity to your local police department, your state's attorney general, and the Federal Trade Commission.

6. Consider placing a fraud alert with one of the three national credit bureaus. You can place an initial fraud alert by contacting one of the three national credit bureaus listed below. For 90 days, an initial 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. If you decide to enroll in PrivacyArmor, you should place the fraud alert after enrolling. The contact information for all three bureaus is as follows:

Equifax
P.O. Box 740241
Atlanta, Georgia 30374
1-888-766-0008

Experian
P.O. Box 2104
Allen, TX 75013
1-888-397-3742

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

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www.equifax.com

www.experian.com

www.transunion.com

7. Additional Information. You can obtain additional information about steps you can take to avoid identity theft from the following: Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580; <http://www.ftc.gov/bcp/edu/microsites/idtheft/>; (877) IDTHEFT (438-4338) / TDD: (866) 653-4261.