



**Mitchell**  
6220 Greenwich Drive  
San Diego, California 92122  
858.368.7000 | 800.238.9111  
mitchell.com

March 11, 2016

<<First>> <<Last>>  
<<Address\_1>>  
<<Address\_2>>  
<<City>>, <<State>> <<Zip Code>>

## NOTICE OF DATA BREACH

Dear <<First>> :

We are writing to you because of a recent phishing scam that has resulted in an inadvertent disclosure of your personal information. We deeply regret that this has occurred and are sending you this letter to provide details regarding what happened and to advise you about steps to take in order to help prevent identity theft and fraud.

### **What Happened**

On February 24, 2016, an unknown, unauthorized person from outside of Mitchell impersonated a member of Mitchell's executive leadership team and, using what appeared to be that person's legitimate Mitchell email address, convinced one of our employees to provide certain personal information about current and former employees. We discovered the inadvertent disclosure on March 3<sup>rd</sup> and we immediately began investigating what happened. We also began to address this matter with the appropriate authorities. Please know that this information was stolen through a sophisticated phishing scam for employee information and did not involve any customer information or an intrusion into our computer systems or network. This disclosure was the result of an incredibly unfortunate human error.

### **What Information Was Involved**

The personal information disclosed to the unknown third person was limited to the following information for each individual affected: first and last name, Social Security number, and salary information. The disclosure did not include any home address information, bank or financial account information (such as a routing number), spousal or dependent information, or health information.

### **What We Are Doing**

Mitchell is aware of the increasing threat of cybersecurity attacks and we are committed to making sure that we have security measures in place and effective training for our employees in order to help prevent such attacks from happening. We will continue to work hard to protect your personal information. In order to comply with state law, we will also be providing a sample copy of this letter (without any of your identifying information) to the California Attorney General's office.

## What You Can Do

We recommend that you take these immediate next steps:

1. IRS/California Franchise Tax Board Notices. To minimize the risk of tax fraud, if you have not already filed, we recommend that you file your tax return as soon as possible. Additionally, you should complete Form 14039-Identity Theft Affidavit (<https://www.irs.gov/pub/irs-pdf/f14039.pdf>) and submit this form to the Internal Revenue Service (“IRS”) by fax or mail. This is a proactive measure to notify the IRS that your personal information may have been compromised and to alert them about potential suspicious activity involving your tax return. The IRS has also published informational “tips” at: <https://www.irs.gov/uac/Newsroom/Tips-for-Taxpayers,-Victims-about-Identity-Theft-and-Tax>Returns>. If you file a California state tax return, you should also file an Identity Theft Affidavit with the Franchise Tax Board. That affidavit is available at <https://www.ftb.ca.gov/forms/misc/3552.pdf>.
2. Identity Protection Services. To ensure that we are taking proactive steps to protect you against identity theft or fraud, we will be providing you with identity protection services from AllClear ID for a period of two years. This service will include credit monitoring, identity repair services, and a \$1 million identity theft insurance policy.

AllClear SECURE: The team at AllClear ID is ready and standing by if you need identity repair assistance. This service is automatically available to you with no enrollment required. If a problem arises, simply call AllClear ID at (855) 683-1166 and a dedicated investigator will do the work to recover financial losses, restore your credit and make sure your identity is returned to its proper condition.

AllClear PRO: This service offers additional layers of protection including credit monitoring and a \$1 million identity theft insurance policy. To use the PRO service, you will need to provide your personal information to AllClear ID.

Beginning **TUESDAY, MARCH 15** at 8 am Central time, you may sign up online at [enroll.allclearid.com](http://enroll.allclearid.com) or by phone by calling AllClear ID at (855) 683-1166 and using the following redemption code: **{RedemptionCode}**.

We will provide the identity protection services described above at no cost to you and we encourage you to take advantage of each of them. All are available to you any time during the next two years.

3. Fraud Alert. If you do not choose to activate the AllClear ID identity protection services, because your Social Security number was involved, we recommend that you place a fraud alert on your credit file. A fraud alert requires potential creditors to verify your identity before issuing credit in your name. A fraud alert lasts for 90 days or until you choose to remove it. Please contact one of the three credit reporting agencies by using the contact details provided on this page. Doing so will automatically place an alert with all three agencies. You will receive letters from each confirming the fraud alert and letting you know how to get a free copy of your credit report.

- **Experian**
  - Phone: 1-888-397-3742 (toll-free number)
  - Address: P.O. Box 4500, Allen, TX 75013
  - Online: [www.experian.com](http://www.experian.com)
- **TransUnion**
  - Phone: 1-800-680-7289 (toll-free number)
  - Address: P.O. Box 2000, Chester, PA 19022

- Online: [www.transunion.com](http://www.transunion.com)
- **Equifax**
  - Phone: 1-800-525-6285 (toll-free number)
  - Address: P.O. Box 740241, Atlanta, GA 30374
  - Online: [www.equifax.com](http://www.equifax.com)

4. **Credit Freeze.** In addition to the AllClear ID services (or the fraud alert), a credit freeze is an additional step to help alleviate concerns about becoming a victim of identity theft or fraud. It prevents creditors from seeing your credit report and credit score unless you decide to unlock the credit reporting file using a PIN code. Please note that when you have a credit freeze in place, you will be required to take special steps in order to apply for any type of credit. This process is also completed through each of the credit reporting agencies. Unlike a fraud alert, each credit reporting agency must be contacted individually by using these contact details:

- **Experian Credit Freeze**
  - Phone: 1-888-397-3742 (toll-free number)
  - Address: P.O. Box 9554, Allen, TX 75013
  - Online: [www.experian.com](http://www.experian.com)
- **TransUnion Credit Freeze**
  - Phone: 1-800-909-8872 (toll-free number)
  - Address: P.O. Box 6790, Fullerton, CA 92834
  - Online: [www.transunion.com](http://www.transunion.com)
- **Equifax Credit Freeze**
  - Phone: 1-800-685-1111
  - Address: P.O. Box 105788, Atlanta, GA 30348
  - Online: [www.equifax.com](http://www.equifax.com)

### **Other Important Information**

In the coming months it is essential that you remain vigilant for incidents of identity theft and fraud. You should frequently review account statements and monitor your free credit reports. Look for accounts you did not open or inquiries from creditors that you did not initiate. If you see anything suspicious, immediately call the credit-reporting agency at the telephone number on the report and report the suspicious activity to AllClear ID as described elsewhere in this letter. It is also advisable to report suspected identity theft to local police and to the California Attorney General's office.

This notice is dated March 11, 2016 and is provided by Mitchell International, Inc., 6220 Greenwich Drive, San Diego, CA 92122, Toll-Free Number: 1-800-238-9111, Fax: 858-653-5778.

### **For More Information**

Additional information about identity theft and fraud is also available at the web site of the California Office of Privacy Enforcement and Protection at [www.privacy.ca.gov](http://www.privacy.ca.gov).

If you should have questions about this incident or the identity theft and fraud services we have described in this letter, please contact AllClear ID at (855) 683-1166.

Please accept our sincerest apologies for this inadvertent disclosure and for any inconvenience it causes you.

Very truly yours,

A handwritten signature in black ink, appearing to read "Skroon".

Stephanie Kroon  
SVP, General Counsel and Secretary