EXHIBIT A

We continue to represent the Town of Concord located at 22 Monument Square, P.O. Box 535, Concord, Massachusetts, 01742, and we write to follow up on our September 15, 2020 notice to your office. By providing this notice, the Town of Concord does not waive any rights or defenses regarding the applicability of Maine law, the applicability of the Maine data event notification statute, or personal jurisdiction. The investigation into this matter is ongoing, and this notice will be supplemented with any new significant facts learned subsequent to its submission. Our September 15, 2020 notice to your office is attached here as *Exhibit 1*.

Update on Data Event

Since notifying your office on September 15, 2020, the Town of Concord identified approximately two hundred fourteen (214) additional Maine residents impacted by this incident. Since our initial notification to your office, the criminal investigation continued while outside forensic experts worked with our team to understand what information was stored on the missing hard drives. This extensive review involved reviewing existing systems to determine whose information could potentially be stored on the missing hard drives and review of internal records to identify address information for impacted individuals.

The information that could have been subject to unauthorized access includes name, address, driver's license number, Social Security number, state identification number, other government identification number, biometric data, health insurance individual subscriber or policy number, health information, and medical history, condition, treatment, or diagnosis.

On or about September 16, 2021, the Town of Concord provided written notice of this incident to affected individuals, which includes two hundred fourteen (214) additional Maine residents. Written notice is being provided in substantially the same form as the letter attached here as *Exhibit 2*.

Upon discovering the event, the Town of Concord moved quickly to investigate and respond to the incident, assess the security of the Town of Concord systems, and notify potentially affected individuals. The Town of Concord also blocked access to old passwords and changed access procedures. The Town of Concord is also reviewing its existing policies and procedures and implementing additional safeguards to enhance the security of information in its possession. The Town of Concord is providing access to credit monitoring services for twelve (12) months, through Kroll, to individuals whose personal information was potentially affected by this incident, at no cost to these individuals.

Additionally, the Town of Concord is providing impacted individuals with guidance on how to better protect against identity theft and fraud, including advising individuals to report any suspected incidents of identity theft or fraud to their credit card company and/or bank. The Town of Concord is providing individuals with information on how to place a fraud alert and security freeze on one's credit file, information on protecting against tax fraud, the contact details for the national consumer reporting agencies, information on how to obtain a free credit report, a reminder to remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring free credit reports, and encouragement to contact the Federal Trade Commission, their state Attorney General, and law enforcement to report attempted or actual identity theft and fraud.

EXHIBIT 1

Maine Security Breach Reporting Form

Thank you for submitting the breach details through this reporting form. The information you have provided has been submitted to the agency.

Please close this browser window.



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Maine Security Breach Reporting Form - Review

EDIT

Type of Organization (Please

State, or Country if outside the

select one) **Entity Name**

Town of Concord, Massachusetts

Other Government Entity

Street Address 22 Monument Square, P.O. Box 535 City Concord

US

Zip Code 01742

Name Stephen Crane Title Town Manager **Telephone Number** 978-318-3000

Email Address scrane@concordma.gov

MA

Town Manager

Relationship to entity whose

information was compromised

Total number of persons 2,814

affected (including Maine

residents)

Total number of Maine 13

residents affected

Date(s) Breach Occurred 10/17/2019 **Date Breach Discovered** 10/17/2019

Description of the Breach Loss or theft of device or media (computer, laptop, external hard

Social Security Number

(please check all that apply) drive, thumb drive, CD, tape, etc.)

Information Acquired - Name

or other personal identifier in combination with (please check

all that apply)

Type of notification Written Date(s) of consumer 9/15/2020

notification

Were identity theft protection

services offered?

Yes

If yes, please provide the 12 months; Kroll; credit monitoring, fraud consultation and identity

duration, the provider of the theft restoration

service and a brief description of the service

< PREVIOUS | CONTINUE TO SUBMIT FORM >

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By providing this notice, the Town of Concord does not waive any rights or defenses regarding the applicability of Maine law, the applicability of the Maine data event notification statute, or personal jurisdiction.

Nature of the Data Event

On or about October 17, 2019, the Town of Concord underwent a routine replacement of a large amount of office equipment. Part of this process included disposing of hard drives used to store data related to Town business. These hard drives were delivered to Concord Public Works for disposal and were discovered missing just before the scheduled disposal. The Town of Concord Police Department immediately commenced a criminal investigation and, at this time, has not been able to recover the missing hard drives.

On November 14, 2019, the Town of Concord notified current employees of this incident by email, posted about this incident on the Town Facebook page, and posted a press release about this incident on the Town website. The Town of Concord also commenced an extensive review of existing systems to determine whose information could potentially be stored on the missing hard drives. Out of an abundance of caution, the Town of Concord decided to provide identity protection services to current employees, retirees, and dependents even though the Town of Concord is not aware of any misuse of anyone's information in connection with this incident.

The information that could have been subject to unauthorized access includes name, address, and Social Security number.

Notice to Maine Residents

Following the extensive review of data, on or about September 15, 2020, the Town of Concord began providing written notice of this incident to affected individuals, which includes thirteen (13) Maine residents. Written notice is being provided in substantially the same form as the letter attached here as *Exhibit A*.

Other Steps Taken and To Be Taken

Upon discovering the event, the Town of Concord moved quickly to investigate and respond to the incident, reset old passwords, change access procedures, and notify potentially affected individuals. The Town of Concord is also reviewing its existing policies and procedures and implanting additional safeguards to enhance the security of information in its possession. The Town of Concord is providing access to credit monitoring services for one (1) year, through Kroll, to individuals whose personal information was potentially affected by this incident, at no cost to these individuals.

Additionally, the Town of Concord is providing impacted individuals with guidance on how to better protect against identity theft and fraud, including advising individuals to report any suspected incidents of identity theft or fraud to their credit card company and/or bank. The Town of Concord is providing individuals with information on how to place a fraud alert and security freeze on one's credit file, information on protecting against tax fraud, the contact details for the national consumer reporting agencies, information on how to obtain a free credit report, a reminder to remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring free credit reports, and encouragement to contact the Federal Trade Commission, their state Attorney General, and law enforcement to report attempted or actual identity theft and fraud.





<<Date>> (Format: Month Day, Year)

```
<<first_name>> <<middle_name>> <<last_name>> <<suffix>>
<<address_1>>
<<address_2>>
<<city>>, <<state_province>> <<postal_code>>
<<country >>
```

Dear << MemberFirstName>> << MemberLastName>>,

The Town of Concord writes to you regarding an incident that may affect the security of some of your personal information. This letter contains information about the incident, our response, and steps you may take to better protect your personal information, should you feel it necessary to do so.

What Happened? On October 17, 2019, the Town of Concord underwent a routine replacement of a large amount of office equipment. Part of this process included disposing of hard drives used to store data related to Town business. These hard drives were delivered to Concord Public Works for disposal and were discovered missing just before the scheduled disposal. The Town of Concord Police Department immediately commenced a criminal investigation and, at this time, has not been able to recover the missing hard drives.

On November 14, 2019, we notified current employees of this incident by email, posted about this incident on the Town Facebook page, and posted a press release about this incident on the Town website. We also commenced an extensive review of existing systems to determine whose information could potentially be stored on the missing hard drives. Out of an abundance of caution, we decided to provide identity protection services to current employees, retirees, and dependents even though we are not aware of any misuse of anyone's information.

What Information Was Involved? The Town of Concord engaged outside forensic experts to work with our team to understand what information was stored on the missing hard drives. We determined that your name and Social Security number may have been stored on the missing hard drives.

What Are We Doing? We take this matter and the security of your personal information very seriously. Out of an abundance of caution, we have reset old passwords and changed access procedures. As part of our ongoing commitment to the security of personal information in our care, we are also reviewing our existing policies and procedures and implementing additional safeguards to enhance the security of information in our possession.

As an added precaution, we are also offering you complimentary access to 12 months of identity monitoring and restoration services through Kroll. We encourage you to activate in these services, as we are not able to act on your behalf to activate you. Please review the instructions contained in the attached *Steps You Can Take to Help Protect Your Information* for additional information on these services.

What Can You Do? We encourage you to review the enclosed *Steps You Can Take To Help Protect Your Information* for additional steps you may take and information on what you can do to better protect against the possibility of identity theft and fraud, should you feel it is appropriate to do so. You may also enroll to receive the free credit and identity monitoring services we are offering.

For More Information. We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, please call our dedicated assistance line at 1-844-915-2896 Monday through Friday from 9:00 a.m. to 6:30 p.m. Eastern Time.

We sincerely regret any concern this incident may cause you. Protecting your information is a top priority for the Town of Concord and we remain committed to safeguarding your personal information.

Sincerely

Stephen Crane

Town Manager

STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

Enroll in Credit and Identity Monitoring

To help relieve concerns and restore confidence following this incident, we have secured the services of Kroll to provide identity monitoring at no cost to you for one year. Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data. Your identity monitoring services include Credit Monitoring, Fraud Consultation, and Identity Theft Restoration.

Visit https://enroll.idheadquarters.com to activate and take advantage of your identity monitoring services.

You have until November 2, 2020 to activate your identity monitoring services.

Membership Number: << Member ID>>

You've been provided with access to the following services¹ from Kroll:

Single Bureau Credit Monitoring. You will receive alerts when there are changes to your credit data—for instance, when a new line of credit is applies for in your name. If you do not recognize the activity, you'll have the option to call a Kroll fraud specialist, who can help you determine if it's an indicator of identity theft.

Fraud Consultation. You have unlimited access to consultation with a Kroll fraud specialist. Support includes showing you the most effective ways to protect your identity, explaining your rights and protections under the law, assistance with fraud alerts, and interpreting how personal information is accessed and used, including investigating suspicious activity that could be tied to an identity theft event.

Identity Theft Restoration. If you become a victim of identity theft, an experienced Kroll licensed investigation will work on your behalf to resolve related issues. You will have access to a dedicated investigator who understands your issues and can do most of the work for you. Your investigator can dig deep to uncover the scope of the identity theft, and then work to resolve it.

Monitor Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

You have the right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

Experian	TransUnion	Equifax
P.O. Box 9554	P.O. Box 160	P.O. Box 105788
Allen, TX 75013	Woodlyn, PA 19094	Atlanta, GA 30348-5788
1-888-397-3742	1-888-909-8872	1-800-685-1111
www.experian.com/freeze/center.html	www.transunion.com/credit-freeze	www.equifax.com/personal/credit-
		report-services

In order to request a security freeze, you will need to provide the following information:

- Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
- · Social Security number;
- Date of birth;
- If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;

Kroll's activation website is only compatible with the current version or one version earlier of Chrome, Firefox, Safari and Edge. To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file.

- · Proof of current address, such as a current utility bill or telephone bill;
- A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.);
- If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended "fraud alert" on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian	TransUnion	Equifax
P.O. Box 9554	P.O. Box 2000	P.O. Box 105069
Allen, TX 75013	Chester, PA 19016	Atlanta, GA 30348
1-888-397-3742	1-800-680-7289	1-888-766-0008
www.experian.com/fraud/center.html	www.transunion.com/fraud-victim- resource/place-fraud-alert	www.equifax.com/personal/credit- report-services

Additional Information

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, www.identitytheft.gov, 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General.

For Maryland residents, the Attorney General can be contacted at 200 St. Paul Place, 16th Floor, Baltimore, MD 21202, 1-410-528-8662, www.oag.state.md.us.

For North Carolina residents, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001, 1-877-566-7226 or 1-919-716-6000, www.ncdoj.gov. You can obtain information from the Attorney General or the Federal Trade Commission about preventing identity theft.

For Rhode Island residents, the Rhode Island Attorney General can be reached at: 150 South Main Street, Providence, Rhode Island 02903; www.riag.ri.gov, 1-401-274-4400. Under Rhode Island law, you have the right to obtain any police report filed in regard to this incident. <<bb/>b text 1(RIStatement)>>.

For Washington, D.C. residents, the Office of Attorney General for the District of Columbia can be reached at: 441 4th Street NW, Suite 1100 South, Washington, D.C. 20001; 1-202-442-9828; https://oag.dc.gov.

EXHIBIT 2



<<Date>> (Format: Month Day, Year)

```
<<first_name>> <<middle_name>> <<last_name>> <<suffix>>
<<address_1>>
<<address_2>>
<<city>>, <<state_province>> <<postal_code>>
<<country>>
```

<
<<b2b_text_1(Re: Notice of Data Security Incident / Data Breach)>>

Dear <<first name>> <<middle name>> <<last name>> <<suffix>>,

The Town of Concord writes to you regarding an incident that may impact the security of your personal information. This letter contains information about the incident, our response, and steps you may take to better protect your personal information, should you feel it necessary to do so.

What happened? On October 17, 2019, the Town of Concord underwent a routine replacement of a large amount of office equipment. Part of this process included disposing of hard drives used to store data related to town business. These hard drives were delivered to Concord Public Works for disposal and were discovered missing just before the scheduled disposal. The Town of Concord Police Department immediately commenced a criminal investigation and, at this time, has not been able to recover the missing hard drives.

On November 14, 2019, we posted about this incident on the Town Facebook page and posted a press release about this incident on the Town website. In addition to a criminal investigation, Town of Concord engaged outside forensic experts to work with our team to understand what information was stored on the missing hard drives. This extensive review involved reviewing existing systems to determine whose information could potentially be stored on the missing hard drives and a review of internal records to identify address information for impacted individuals.

What information was involved? After the extensive review, we determined that your <<bb/>b_text_2(Name, Data Elements)>><<bb/>b_text_3(Data Elements Cont.)>> may have been stored on the missing hard drives. At this time, we are not aware of any misuse of anyone's information in connection with this incident.

What we are doing. We take this matter and the security of your personal information very seriously. Out of an abundance of caution, we blocked access to old passwords and changed access procedures. As part of our ongoing commitment to the security of personal information in our care, we also reviewed our existing policies and procedures and implemented additional safeguards to enhance the security of information in our possession. In addition to notifying you, we notified state regulators, as required.

Additionally, we have secured the services of Kroll to provide identity monitoring at no cost to you for 12 months.

What you can do. Should you find it appropriate to take further action, you can find more about how to protect against potential identity theft and fraud in the enclosed *Steps You Can Take to Help Protect Your Information*. There you will also find more information on the credit monitoring services we are offering and how to activate.

For more information. We understand you may have questions about this incident that are not addressed in this letter. If you have additional questions, please call 1-855-651-2701, Monday through Friday from 9:00 a.m. to 6:30 p.m. Eastern Time, excluding major U.S. holidays. Please have your membership number ready.

We sincerely regret any concern this incident may cause you.

Sincerely,

Stephen Crane Town Manager

STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

Activate Credit Monitoring Services

Kroll is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained an unintentional exposure of confidential data. Your identity monitoring services include Credit Monitoring, Fraud Consultation, and Identity Theft Restoration.

Visit https://enroll.krollmonitoring.com to activate and take advantage of your identity monitoring services.

You have until December 12, 2021 to activate your identity monitoring services.

Membership Number: << Membership Number s_n>>

You've been provided with access to the following services¹ from Kroll:

Single Bureau Credit Monitoring. You will receive alerts when there are changes to your credit data—for instance, when a new line of credit is applies for in your name. If you do not recognize the activity, you'll have the option to call a Kroll fraud specialist, who can help you determine if it's an indicator of identity theft.

Fraud Consultation. You have unlimited access to consultation with a Kroll fraud specialist. Support includes showing you the most effective ways to protect your identity, explaining your rights and protections under the law, assistance with fraud alerts, and interpreting how personal information is accessed and used, including investigating suspicious activity that could be tied to an identity theft event.

Identity Theft Restoration. If you become a victim of identity theft, an experienced Kroll licensed investigation will work on your behalf to resolve related issues. You will have access to a dedicated investigator who understands your issues and can do most of the work for you. Your investigator can dig deep to uncover the scope of the identity theft, and then work to resolve it.

Monitor Your Accounts

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

Consumers have the right to place an initial or extended "fraud alert" on a credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a "credit freeze" on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer's express authorization. The credit freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a credit freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a credit freeze on your credit report. To request a security freeze, you will need to provide the following information:

- 1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
- 2. Social Security number;
- 3. Date of birth;
- 4. Addresses for the prior two to five years;
- 5. Proof of current address, such as a current utility bill or telephone bill;
- 6. A legible photocopy of a government-issued identification card (state driver's license or ID card, etc.); and
- 7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if you are a victim of identity theft.

¹ Kroll's activation website is only compatible with the current version or one version earlier of Chrome, Firefox, Safari and Edge. To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file.

Should you wish to place a credit freeze, please contact the three major credit reporting bureaus listed below:

Equifax	Experian	TransUnion
https://www.equifax.com/personal/ credit-report-services/	https://www.experian.com/help/	https://www.transunion.com/credit-help
888-298-0045	1-888-397-3742	833-395-6938
Equifax Fraud Alert, P.O. Box 105069 Atlanta, GA 30348-5069	Experian Fraud Alert, P.O. Box 9554, Allen, TX 75013	TransUnion Fraud Alert, P.O. Box 2000, Chester, PA 19016
Equifax Credit Freeze, P.O. Box 105788 Atlanta, GA 30348-5788	Experian Credit Freeze, P.O. Box 9554, Allen, TX 75013	TransUnion Credit Freeze, P.O. Box 160, Woodlyn, PA 19094

Additional Information

You may further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or your state Attorney General. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General.

For Maryland residents, the Maryland Attorney General may be contacted at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-410-528-8662 or 1-888-743-0023; and www.oag.state.md.us. Town of Concord is located at 22 Monument Square, Concord, Massachusetts 01742.

For New Mexico residents, you have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting bureaus must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit "prescreened" offers of credit and insurance you get based on information in your credit report; and you may seek damages from violator. You may have additional rights under the Fair Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. We encourage you to review your rights pursuant to the Fair Credit Reporting Act by visiting www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf, or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

For New York residents, the New York Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; or https://ag.ny.gov/.

For North Carolina residents, the North Carolina Attorney General may be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; and www.ncdoj.gov.

For Rhode Island residents, the Rhode Island Attorney General may be reached at: 150 South Main Street, Providence, RI 02903; www.riag.ri.gov; and 1-401-274-4400. Under Rhode Island law, you have the right to obtain any police report filed in regard to this incident. There are 221 Rhode Island residents impacted by this incident.