**NOTICE OF DATA BREACH**

[DATE]

[INDIVIDUAL NAME]

[STREET ADDRESS]

[CITY, STATE & POSTAL CODE]

Dear [INDIVIDUAL NAME],

Chestnut Hill Realty (“CHR”) is writing to notify you of a breach of security that may impact your personal information.

**What Happened?**

Upon identifying suspicious account behavior on July 20, 2023, we launched an investigation with the help of third-party specialists. The investigation determined that we experienced a cyberattack between July 14, 2023 and July 20, 2023 that included the encryption of certain files in our network. The investigation also identified the presence of tools that could be used for data exfiltration (the unauthorized transfer of data). Information related to certain current and former CHR employees and other affected individuals was contained in files that were accessed in connection with this incident. Accordingly, we are notifying individuals whose information was contained within the impacted files.

**What Information Was Involved?**

We maintain information about current and former employees, family members, and other individuals in connection with their business relationship with CHR. The information contained within the impacted files may have included your first and last name and one or more of the following: Social Security Number, driver’s license number, and financial account information, including routing and bank account number.

**What We Are Doing.**

CHR values your privacy and deeply regrets that this incident occurred. CHR is conducting a review of this incident, and will notify you if there are any significant developments. CHR is in the process of reviewing its policies and procedures with the goal of preventing recurrence of such an incident.

While we are unaware of any identity theft or fraud as a result of this incident, and as an additional precaution, CHR is offering you access to 18 months of complimentary cyber safety and identity monitoring through Norton LifeLock.

**Activate Your Monitoring Services.**

To help relieve concerns and restore confidence following this event, we have secured the services of Norton LifeLock at no cost to you for 18 months. Norton LifeLock is a global leader in risk mitigation and response, and their team has extensive experience helping people who have sustained unintentional exposure of confidential data.

Visit <http://CHRFormer.excelsiorenroll.com> to enroll and follow the instructions attached to this notice.

Please be advised that Norton LifeLock credit monitoring services will not commence until the first day of the calendar month following the date on which you enroll.

**To take advantage of this offer, you must enroll by November 30, 2023.**

Enrollment requires an internet connection and an e-mail account. Please note that when signing up for credit monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

To enroll, please follow the instructions attached to this notice.

**What You Can Do.**

Given the nature of the information that was potentially exposed, we strongly recommend that you monitor your accounts. Further, we strongly recommend that you contact the three credit bureaus and place a fraud alert on your accounts. Their contact information is:

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| --- | --- | --- |
| Equifax  P.O. Box 740256  Atlanta, GA 30374  1-888-766-0008 | Experian  P.O. Box 4500  Allen, TX 75013  1-888-397-3742 | TransUnion  P.O. Box 2000  Chester, PA 19022  1-800-680-7289 |

You are also entitled to a free credit report every year from each of these agencies at:

[www.annualcreditreport.com](http://www.annualcreditreport.com)

**For More Information.**

Protecting your information is incredibly important to us, as is addressing this incident with the information and assistance you may need. If you should have any further questions, please contact us by phone at \_\_\_\_\_, , or via email at HR@chestnuthillrealty.com.

Sincerely,

\_\_\_\_\_

[Name]

[Title]

Attachments: NortonLifeLock Enrollment Instructions

Information About Identity Theft Protection

**Norton LifeLock Enrollment Instructions**

**Information About Identity Theft Protection**

We recommend you remain vigilant with respect to reviewing your account statements and monitoring credit reports (including free credit reports), and promptly report any suspicious activity or suspected identity theft to us and to the proper law enforcement authorities, including local law enforcement, your state’s attorney general and/or the Federal Trade Commission (“FTC”). You may contact the FTC or your state’s regulatory authority to obtain additional information about avoiding identity theft.

**Federal Trade Commission**, Consumer Response Center

600 Pennsylvania Avenue, NW, Washington, DC 20580, 1-877-IDTHEFT (438-4338), <https://www.identitytheft.gov/>

**Fraud Alerts:** There are also two types of fraud alerts that you can place on your credit report to put your creditors on notice that you may be a victim of fraud: an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least 90 days. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by calling the toll-free fraud number of any of the three national credit reporting agencies listed below.

Equifax: 1-888-766-0008, [www.equifax.com](http://www.equifax.com)

Experian: 1-888-397-3742, [www.experian.com](http://www.experian.com)

TransUnion: 1-800-680-7289, [www.transunion.com](http://www.transunion.com)

**Credit Freezes:** You may have the right to put a credit freeze, also known as a security freeze, on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate a freeze. A credit freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a credit freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. In addition, you may incur fees to place, lift and/or remove a credit freeze. Credit freeze laws vary from state to state. The cost of placing, temporarily lifting, and removing a credit freeze also varies by state, generally $5 to $20 per action at each credit reporting company. Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company. Since the instructions for how to establish a credit freeze differ from state to state, please contact the three major credit reporting companies as specified below to find out more information:

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

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

TransUnion: P.O. Box 2000, Chester, PA, 19022-2000, [www.transunion.com](http://www.transunion.com)

You can obtain more information about fraud alerts and credit freezes by contacting the FTC or one of the national credit reporting agencies listed above.