



P.O. Box 1907
Suwanee, GA 30024

To Enroll, Please Call:
1-833-909-3907
Or Visit:
<https://app.idx.us/account-creation/protect>
Enrollment Code: <<XXXXXXXXXX>>

<<First Name>> <<Last Name>>
<<Address1>> <<Address2>>
<<City>>, <<State>> <<Zip Code>>

July 1, 2021

Re: <<Notice of Data Incident>>

Dear <<First Name>> <<Last Name>>:

We write to inform you of a data security incident All Copy Products, Inc. (“ACP”) experienced that may have impacted your personal information. ACP takes the privacy and security of all information within its possession seriously. This letter notifies you of this incident and informs you of the steps that you can take to help safeguard your personal information.

What Happened: On December 11, 2020, ACP learned that it had experienced a data security incident that disrupted access to certain of its systems. Upon discovering this incident, ACP took immediate steps to secure its systems and retained independent cybersecurity experts to conduct an investigation to determine what happened. That investigation revealed that an unauthorized third party had gained access to certain ACP systems and files. Based on the investigation results, ACP then embarked on a review of the contents of the accessed systems and files. And following a thorough review of potentially affected data, ACP identified that your personal information may have been accessed or acquired without authorization as a result of this incident. ACP then worked diligently to identify address information for potentially affected individuals and to provide notification of this incident.

Since we learned of this incident, we have monitored for the unauthorized disclosure of your information. And we are not aware of the misuse of your information or any fraud related to the information potentially impacted in connection with this incident. Nevertheless, ACP is notifying you out of an abundance of caution.

What Information Was Involved: The information impacted in connection with this incident varied for each potentially affected individual but may have included your name, address, <<variable data 1>>, <<variable data 2>>, <<variable data 3>>.

What We Are Doing: As soon as ACP learned of this incident, ACP immediately began containment, mitigation, and restoration efforts. As set forth above, ACP also launched an investigation and engaged independent cybersecurity experts to determine what happened and whether ACP data, including personal information, was accessed or acquired without authorization. ACP also implemented additional security measures to further harden its digital environment in an effort to prevent a similar event from occurring in the future. Finally, ACP reported this incident to the Federal Bureau of Investigation and will provide any assistance needed to hold the perpetrator(s) of this incident accountable.

In connection with this incident, and out of an abundance of caution, ACP is also offering you identity theft protection services through IDX, the data incident and recovery services expert. The IDX identity theft protection services include: 12 months of credit and CyberScan monitoring, a \$1,000,000 insurance reimbursement policy, and fully managed identity theft recovery services. With this protection, IDX will help you to resolve issues if your identity is compromised.

What You Can Do: ACP is not aware of any fraud related to the potentially affected information in connection with the incident. However, as a precautionary measure, ACP recommends that you remain vigilant and review your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company that maintains your account. You should also promptly report any fraudulent activity or any suspected incidents of identity theft to proper law enforcement authorities.

In addition, ACP encourages you to contact IDX with any questions and to enroll in your free identity protection services by calling 1-833-909-3907 or by visiting <https://app.idx.us/account-creation/protect> and using the enrollment code provided above. IDX representatives are available to assist you Monday through Friday from 7 am - 7 pm Mountain Time. Please note the deadline to enroll is October 1, 2021. ACP also encourages you to review the resources provided on the following page for additional steps to protect your personal information.

For More Information: If you have questions or need assistance, please contact IDX at 1-833-909-3907, Monday through Friday from 7 am - 7 pm Mountain Time. You will need to reference the enrollment code provided at the top of this letter when calling or enrolling online, so please do not discard this letter.

The security of your information is a top priority for ACP, and ACP is committed to safeguarding your data and privacy.

Sincerely,

A handwritten signature in black ink that reads "Brad Knepper". The signature is written in a cursive, slightly slanted style.

Brad Knepper
President

All Copy Products, Inc.

Steps You Can Take to Protect Your Information

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity: As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an 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, your state attorney general, and/or the Federal Trade Commission (FTC).

Copy of Credit Report: You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 1-877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You also can contact one of the following three national credit reporting agencies:

Equifax

P.O. Box 105851
Atlanta, GA 30348
1-800-525-6285
www.equifax.com

Experian

P.O. Box 9532
Allen, TX 75013
1-888-397-3742
www.experian.com

TransUnion

P.O. Box 1000
Chester, PA 19016
1-800-916-8800
www.transunion.com

Fraud Alert: You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least one year. 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. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

Security Freeze: You have the right to put a security freeze on your credit file for up to one year at no cost. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security Number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

Additional Free Resources: You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

Federal Trade Commission

600 Pennsylvania Ave, NW
Washington, DC 20580
consumer.ftc.gov, and
www.ftc.gov/idtheft
1-877-438-4338

Maryland Attorney General

200 St. Paul Place
Baltimore, MD 21202
oag.state.md.us
1-888-743-0023

New York Attorney General

Bureau of Internet and Technology
Resources
28 Liberty Street
New York, NY 10005
1-212-416-8433

North Carolina Attorney General

9001 Mail Service Center
Raleigh, NC 27699
ncdoj.gov
1-877-566-7226

Rhode Island Attorney General

150 South Main Street
Providence, RI 02903
<http://www.riag.ri.gov>
1-401-274-4400

Washington D.C. Attorney General

441 4th Street, NW
Washington, DC 20001
oag.dc.gov
1-202-727-3400

You also have certain rights under the Fair Credit Reporting Act (FCRA): These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate,

incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.