

Port Resources Inc.
Mail Handling Services
777 E Park Dr
Harrisburg, PA 17111



E-1

[REDACTED]
[REDACTED]
[REDACTED]

November 30, 2021

Dear [REDACTED]:

I am writing to inform you that we, Port Resources Inc. (“Port Resources” or “we”) recently experienced a data incident which potentially involved your personal information (“Information”). This letter provides you with information about this Incident. Additionally, although we are unaware of any misuse of your Information, as a precaution we also provide steps you can take to protect your Information.

What Happened?

On August 23, 2021, we became aware of suspicious activity involving an employee’s email account (the “Incident”). Upon becoming aware of the Incident, we immediately investigated the matter and took measures to address and contain the Incident, including changing passwords and retaining national privacy and security experts. Our investigation determined that from approximately August 11, 2021, to August 17, 2021, an unauthorized actor obtained access to the employee’s email account. There is no evidence that your Information was individually accessed or misused; nevertheless, we are providing this notification out of an abundance of caution.

What Information Was Involved?

We determined that the following types of Information may have been in the affected mailbox: names, addresses, dates of birth, social security numbers, driver’s license numbers or other government issued ID numbers, financial account numbers, usernames and passwords, health information, and individual taxpayer identification numbers. Note that this describes general categories of Information involved in this Incident, and it likely includes categories that are not relevant to you.

What We Are Doing.

Upon becoming aware of the Incident, we immediately implemented measures to further improve the security of our systems and practices. We worked with a leading privacy and security firm to aid in our investigation and response, and we are reporting this Incident to relevant government agencies.

To help protect your identity, we are offering a complimentary 12 month membership of Experian's® IdentityWorksSM. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by: 02/18/2022** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll:
<https://www.experianidworks.com/3bcredit>
- Provide your **activation code:** [REDACTED]

If you have questions or need assistance enrolling in Experian IdentityWorks online, please contact (877)-288-8057 by **02/18/2022**. Be prepared to provide engagement number [REDACTED] as proof of eligibility for the identity restoration services by Experian.

What Can You Do?

Credit monitoring services are available to you at no cost for 12 months. However, it is always recommended that you regularly monitor free credit reports and review account statements, and that you report any suspicious activity to financial institutions. Please also review the "Additional Resources" section included with this letter, which outlines other resources you can utilize to protect your Information.

For More Information.

If you have any questions about the Incident, please reach out to Karen MacDonald-Fowler or Jenn Dearborn, Monday through Friday, from 8:30 a.m. to 4:30 p.m. Eastern (excluding some U.S. national holidays).

Karen MacDonald, Executive Director: 207-828-0048 extension 101; or email kmacdonald-fowler@portresources.org

Jenn Dearborn, HR Director: 207-828-0048 extension 121; or email jdearborn@portresources.org

Sincerely,

Karen MacDonald-Fowler
Executive Director

ADDITIONAL RESOURCES

Contact information for the three nationwide credit reporting agencies:

Equifax, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-800-685-1111

Experian, PO Box 2104, Allen, TX 75013, www.experian.com, 1-888-397-3742

TransUnion, PO Box 2000, Chester, PA 19022, www.transunion.com, 1-800-888-4213

Free Credit Report. It is recommended that you remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring your credit report for unauthorized activity. You may obtain a copy of your credit report, free of charge, once every twelve (12) months from each of the three nationwide credit reporting agencies.

To order your annual free credit report please visit www.annualcreditreport.com or call toll free at **1-877-322-8228**.

You can also order your annual free credit report by mailing a completed Annual Credit Report Request Form (available from the U.S. Federal Trade Commission's ("FTC") website at www.consumer.ftc.gov) to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

For Colorado, Georgia, Maine, Maryland, Massachusetts, New Jersey, Puerto Rico, and Vermont residents: You may obtain one or more (depending on the state) additional copies of your credit report, free of charge. You must contact each of the credit reporting agencies directly to obtain such additional report(s).

Fraud Alert. You may place a fraud alert in your file by calling one of the three nationwide credit reporting agencies above. A 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.

Security Freeze. You have the ability to place a security freeze on your credit report. A security freeze is intended to prevent credit, loans, and services from being approved in your name without your consent. To place a security freeze on your credit report, you may be able to use an online process, an automated telephone line, or a written request to any of the three credit reporting agencies listed above. The following information must be included when requesting a security freeze (note that if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past five years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, and display your name, current mailing address, and the date of issue.

Federal Trade Commission and State Attorneys General Offices. If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your home state. You may also contact these agencies for information on how to prevent or avoid identity theft.

You may contact the **Federal Trade Commission**, Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, www.ftc.gov/bcp/edu/microsites/idtheft/, 1-877-IDTHEFT (438-4338).

For Maryland Residents: You may contact the Maryland Office of the Attorney General, Consumer Protection Division, 200 St. Paul Place, Baltimore, MD 21202, www.oag.state.md.us, 1-888-743-0023.

North Carolina residents: You may contact the North Carolina Office of the Attorney General, Consumer Protection Division, 9001 Main Service Center, Raleigh, NC 27699-9001, www.ncdoj.gov, 1-877-566-7266.

Rhode Island Residents: You may contact the Rhode Island Office of the Attorney General, Consumer Protection Division, 150 South Main Street, Providence, RI 02903, www.riag.ri.gov, 1-401-274-4400.

Reporting of identity theft and obtaining a police report.

You have the right to obtain any police report filed in the United States in regard to this incident. If you are the victim of fraud or identity theft, you also have the right to file a police report.

For Rhode Island residents: You have the right to file or obtain a police report regarding this incident.