



COASTAL GULF &  
INTERNATIONAL, INC.  
“Precision” Inspection & Analytical Services

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*Assuring accuracy through expertise!*

May 11, 2022

RE: Notice of Data Incident

Dear Sir or Ma’am:

We are sending you this letter to you as part of Coastal Gulf & International, Inc.’s (“CGI”) commitment to protecting the privacy of our current and former employees’ confidential information. We take information privacy very seriously, and it is important to us that you are made fully aware of any potential privacy issue.

### **I. What Happened**

On March 12, 2022, CGI was the victim of a ransomware attack that encrypted data stored on its servers, including CGI’s employee records. Upon discovery of the attack, CGI contacted law enforcement and the FBI to assist in investigation of this matter, including assessing the scope of data potentially accessed during the incident. We further worked with computer professionals to restore our systems, assist in the investigation, and prevent further intrusion. On or around April 14, 2022, we determined that your information may have been accessible during incident. While we have not been able to definitively determine if your information was compromised in this incident, we are providing notice to you out of an abundance of caution.

### **II. What Information Was Involved**

The data involved is information that was including in your W-2, 990 and other tax reporting documentation, including your full name and social security number.

### **III. What We Are Doing**

CGI is committed to protecting your private information. CGI promptly contacted law enforcement to assist with this matter and is following the recommendations of those agencies. CGI is evaluating its internal policies for opportunities to increase information security, including but not limited to employee training opportunities. CGI is also evaluating additional technological security measures that can be implemented and has already made significant investments in these areas.

In addition, although we have no evidence of the misuse of any individual’s information, CGI is arranging with Equifax to provide twelve months of free credit monitoring to you to help you protect your identity and credit information. Equifax Gold provides essential monitoring and protection of not only credit data, but also monitors the Dark Web and alerts you if your Social Security number, credit cards, and bank account numbers are found in unsecure online locations.

It also provides \$1,000,000 in identity theft insurance and identity restoration for enrollees in the unlikely event they become victims of identity theft.

Information about how to enroll is enclosed with this letter. In order to enroll, you will need to provide the following personal information:

- Mailing Address
- Phone Number
- Social Security Number
- Date of Birth
- E-mail Address
- Activation Code

This service is complimentary; no method of payment will be collected during enrollment and there is no need to cancel. We apologize for any inconvenience and urge you to enroll today.

#### **IV. What You Can Do**

We cannot confirm whether information was specifically accessed; therefore, we are sending you this notification in an abundance of caution so that you can take what steps you deem necessary to protect your identity. We strongly recommend that you closely monitor your financial accounts and credit reports, and, if you detect any unauthorized activity, promptly contact your financial institutions and your local law enforcement authority. The Federal Trade Commission (“FTC”) also recommends that you contact one of the three United States credit reporting agencies (Equifax, Experian, and TransUnion) to obtain a free credit report. These agencies can also provide information about placing a fraud alert or security freeze on your credit files. These agencies can be contacted by calling 1-877-322-8228 or by logging on to <http://www.annualcreditreport.com>. You may also contact the agencies individually using the following information:

TransUnion LLC	Equifax	Experian
P.O. Box 2000	P.O. Box 740256	P.O. Box 4500
Chester, PA 19016	Atlanta, GA 30348	Allen, TX 75013
(800) 680-7289	(888) 766-0008	(888) 397-3742

For more information and more tips from the FTC about protecting your information, please visit [IdentityTheft.gov](http://IdentityTheft.gov) or call 1-877-ID-THEFT (877-438-4338). The mailing address for the FTC is 600 Pennsylvania Avenue, NW, Washington, DC 20580.

If you have not yet filed your tax return, and you are concerned about a fraudulent tax return being filed using your form W-2, 1099 or other tax information, the FTC and Internal Revenue Services (“IRS”) recommend that you file your tax returns as soon as possible. If you receive IRS correspondence indicating that you may be a victim of tax-related identity theft or if your e-file tax return was rejected as duplicate, you can also file an Identity Theft Affidavit (IRS Form 14039) with the IRS. IRS Form 14039 can be accessed at <https://www.irs.gov/pub/irs-pdf/f14039.pdf>. Please note that there is no need to file Form 14039 unless the IRS has informed

you that you may be a victim of identity theft tax fraud or if your e-file tax return was rejected as duplicate. For additional information, contact your local IRS office or call 1-800-908-4490.

#### **IV. More Information**

If you have questions about this incident or notice, please contact Chris Day or Arin Weber at [hr@coastalgulf.com](mailto:hr@coastalgulf.com).

Please keep this notice for your records.

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