

Notice of Data Breach

USA Teleservices LLC
496 Congress Street
Portland, ME 04101

[DATE]

To: [Name, Address]
Dear [name]:

We are sending you this letter because we have learned of a data security incident that occurred on or around May 16, 2023. We have already spoken with you in the context of our investigation of this incident.

What Happened

On or around May 16, 2023, our email administrator noticed unusual activity on our email server, which was traced to your email account. Upon further investigation, it was confirmed that a malicious actor had been able to gain access to your email account.

What information was involved

The incident impacted your email login and password on our company's domain. Based upon our investigation to date, we do not have reason to suspect that any other personal information, as defined in 10 M.R.S. § 1347(6), was impacted.

What we are doing

Upon discovery of the suspicious activity relating to your email account, the account was disabled, and a wider investigation was performed on the email server to determine the potential scope of the incident, and taken steps to mitigate the impact of the incident, including by establishing new login credentials for you.

What you can do

As a precautionary step, you can place a fraud alert on your credit file. A fraud alert tells creditors to contact you before they open any new accounts or change your existing accounts. To do so, call any one of the three major credit bureaus listed below. As soon as one credit bureau confirms your fraud alert, the others are notified to place fraud alerts.

- Equifax: [Equifax.com/persona/credit-report-services](https://www.equifax.com/persona/credit-report-services) or 1-800-685-1111
- Experian: [Experian.com/help](https://www.experian.com/help) or 1-888-397-3742
- TransUnion: [transunion.com/credit-help](https://www.transunion.com/credit-help) or 1-888-909-8872

You can also obtain a free credit report from each credit bureau by calling 1-877-322-8228 or by logging onto www.annualcreditreport.com

More Information

We recommend you closely monitor your financial accounts and, if you see any unauthorized activity, promptly contact your financial institution and local law enforcement or your state's attorney general.

You can submit a complaint with the Federal Trade Commission by calling 1-877-ID-THEFT (1-877-438-4338) or online at <https://www.ftccomplaintassistant.gov/>, or by writing to the Federal Trade Commission, 600 Pennsylvania Ave., NW, Washington, DC 20580.

Even if you do not find any suspicious activity on your initial credit reports, the Federal Trade Commission (FTB) recommends that you check your credit reports periodically.

In addition, we are offering to enroll you in a credit monitoring program, such as Experian's IdentityWorks service, for 12 months. Please reach out to me directly if you would like to take advantage of this service.

Thank you for your cooperation with our investigation of this matter, and your continued commitment to good data security practices intended to safeguard personal information.

Sincerely,

David Sawicki
CEO