

EXHIBIT 1

By providing this notice, Metaformers does not waive any rights or defenses regarding the applicability of Maine law, the applicability of the Maine data event notification statute, or personal jurisdiction.

Nature of the Data Event

On July 20, 2020, Metaformers became aware that there was potential unauthorized access to an employee email account. Metaformers launched an investigation to determine the nature and scope of the event, including bringing in third party forensic specialists. Further, Metaformers immediately took steps to secure the email account, including resetting the account password. On August 5, 2020, after a thorough investigation led by the third party forensic specialists, Metaformers confirmed that unauthorized access to the employee email account had occurred between July 16, 2020 and July 20, 2020.

This event involves unauthorized access to a Metaformers employee email account that contained personal information relating to certain individuals. Metaformers undertook a thorough, time-intensive review of the contents of the email account to confirm what, if any, personal information may have been impacted by this event. On or about August 26, 2020, after a thorough review process, Metaformers determined that the following information pertaining to Maine residents was potentially accessible to an unauthorized individual: Social Security number and driver's license number.

Notice to Maine Residents

On or about September 28, 2020, Metaformers provided written notice of this incident to affected individuals, which includes approximately one (1) Maine residents. Written notice is being provided in substantially the same form as the letter attached here as *Exhibit A*.

Other Steps Taken and To Be Taken

Upon discovering the event, Metaformers moved quickly to investigate and respond to the incident, assess the security of Metaformers systems, and notify potentially affected individuals. Metaformers is also working to implement additional safeguards and training to its employees. Metaformers is providing access to credit monitoring services for twelve months through Experian, to individuals whose personal information was potentially affected by this incident, at no cost to these individuals.

Additionally, Metaformers is providing impacted individuals with guidance on how to better protect against identity theft and fraud, including advising individuals to report any suspected incidents of identity theft or fraud to their credit card company and/or bank. Metaformers is providing individuals with information on how to place a fraud alert and security freeze on one's credit file, information on protecting against tax fraud, the contact details for the national consumer reporting agencies, information on how to obtain a free credit report, a reminder to remain vigilant for incidents of fraud and identity theft by reviewing account statements and monitoring free credit reports, and encouragement to contact the Federal Trade Commission, their state Attorney General, and law enforcement to report attempted or actual identity theft and fraud.

EXHIBIT A



Return Mail Processing
PO Box 589
Claysburg, PA 16625-0589

September 23, 2020

F8219-L01-0000001 P001 T00001 *****MIXED AADC 159



SAMPLE - L01
APT 123
123 ANY ST
ANYTOWN, US 12345-6789



Re: Notice of Data Incident

Dear Sample A Sample:

Metaformers, Inc. (“Metaformers”) recently discovered an incident that may affect the security of your personal information. We take this incident seriously, and write to provide you with information about the incident, steps we are taking in response, and steps you can take to better protect against the possibility of identity theft and fraud from any source, should you feel it is appropriate to do so.

What Happened? On July 20, 2020, we became aware of suspicious activity occurring in an employee email account. We launched an investigation to determine the nature and scope of the event, including bringing in third party forensic specialists to assist. Further, we immediately took steps to secure the email account, including resetting the account password. On August 5, 2020, after a thorough investigation led by third party forensic specialists, we confirmed that unauthorized access to the employee email account had occurred.

What Information Was Involved? This event involves unauthorized access to an employee email account that contained personal information relating to certain individuals. We undertook a thorough, time-intensive review of the contents of the email account to confirm what, if any, personal information may have been impacted by this event. On or about August 26, 2020, after a thorough review process, we determined that your information was contained within the impacted email account and was therefore potentially accessible to an unauthorized actor. We determined the following information related to you may have been viewed without authorization: DATA ELEMENTS.

0000001



F8219-L01

What We Are Doing. We take this incident and the security of your personal information seriously. We identified and mitigated the issue by resetting the account password, and bringing in third-party forensic specialists. We are also taking additional actions to enhance the security policies and procedures utilized by our employees regarding accessing email accounts.

What You Can Do. Please review the enclosed “Steps You Can Take to Protect Your Information.” We have also arranged for XX months of complimentary credit monitoring and identity restoration services through Experian. Instructions on how to enroll in these services is included in the enclosed “Steps You Can Take to Protect Your Information.”

For More Information. We understand that you may have questions that are not addressed in this notice. If you have additional questions or concerns, please call our dedicated information line at (866) 506-7888, available Monday through Friday between 9:00 am ET and 11:00 pm ET, and Saturday and Sunday 11:00 am ET to 1:00 pm ET.

We apologize for any inconvenience or concern this incident causes you.

A handwritten signature in black ink that reads "Andrew Beck". The signature is written in a cursive style with a large initial 'A' and 'B'.

Andrew Beck
Vice President, Global Operations

Enclosure

Steps You Can Take to Protect Your Information

Enroll in Credit Monitoring

What we are doing to protect your information:

To help protect your identity, we are offering a complimentary XX-year membership of Experian's® IdentityWorksSM. This product provides you with superior identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by: December 31, 2020** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
- Provide your **activation code**: ABCDEFGHI

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at (866) 506-7888 by December 31, 2020. Be prepared to provide engagement number ENGAGEMENT as proof of eligibility for the identity restoration services by Experian

Additional details regarding your XX-month Experian IdentityWorks Membership:

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration agents are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at [customer service number]. If, after discussing your situation with an agent, it is determined that Identity Restoration support is needed, then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that this Identity Restoration support is available to you for one year from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration. You will also find self-help tips and information about identity protection at this site.

Monitor Your Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity. Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.



You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

Experian

PO Box 9554
Allen, TX 75013
1-888-397-3742

www.experian.com/freeze/center.html

TransUnion

P.O. Box 2000
Chester, PA 19016
1-888-909-8872

www.transunion.com/credit-freeze

Equifax

PO Box 105788
Atlanta, GA 30348-5788
1-800-685-1111

www.equifax.com/personal/credit-report-services

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver’s license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended “fraud alert” on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian

P.O. Box 2002
Allen, TX 75013
1-888-397-3742

www.experian.com/fraud/center.html

TransUnion

P.O. Box 2000
Chester, PA 19016
1-800-680-7289

www.transunion.com/fraud-victim-resource/place-fraud-alert

Equifax

P.O. Box 105069
Atlanta, GA 30348
1-888-766-0008

www.equifax.com/personal/credit-report-services

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General.

For Maryland residents, the Attorney General can be contacted at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; (888) 743-0023; and www.oag.state.md.us.

For North Carolina residents, North Carolina residents may wish to review information provided by the North Carolina Attorney General, Consumer Protection Division at www.ncdoj.gov, by calling 877-566-7226, or writing to 9001 Mail Services Center, Raleigh, NC 27699.

For New York residents, the Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; <https://ag.ny.gov/>.



