



Return Mail Processing  
PO Box 999  
Suwanee, GA 30024

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SAMPLE A. SAMPLE - L01

APT ABC



123 ANY ST

ANYTOWN, US 12345-6789



June 3, 2022

### NOTICE OF DATA BREACH

Dear Sample A. Sample:

We are writing to notify you that Zito West Holding, LLC and Zito Media, L.P. (collectively, "Zito") experienced a security incident that may have involved your personal information.

**What Happened?** On April 26, 2022, Zito discovered that it had been the victim of a ransomware attack. The attack encrypted a portion of our computer systems, rendering those systems temporarily unavailable. On the same day, we took action to stop the attack and initiated an investigation. We also engaged third-party cybersecurity experts to assist with our investigation and response efforts. On May 6, 2022, we discovered that the attackers had acquired data from a Zito computer system that contains the personal information of current and former employees and their beneficiaries and dependents. Your information may have been among the data acquired by the attackers.

**What Information Was Involved?** The potentially affected files contained Zito's HR compliance information which may have included the following information relating to employees, former employees and their respective dependents and/or beneficiaries: name, social security number, ID numbers (e.g., drivers' license numbers, passport numbers, or other government issued identification number), medical information provided to HR for purposes such as medical leave of absence or workers compensation, information related to a physical condition such as drug test results or wellness verification information, date of birth, or other types of employment-related information.

**What Are We Doing?** To help protect your identity, we are offering a complimentary 24-month membership of Experian's® IdentityWorks<sup>SM</sup>. This product provides you with 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**: September 30, 2022 (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 877.890.9332 by September 30, 2022. Be prepared to provide engagement number **B054014** as proof of eligibility for the identity restoration services by Experian.

#### ADDITIONAL DETAILS REGARDING YOUR 24-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.\*

\* Offline members will be eligible to call for additional reports quarterly after enrolling.

- **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.

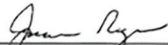
If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at 877.890.9332. If, after discussing your situation with an agent, it is determined that Identity Restoration support is needed, then 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 24 months 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](http://www.ExperianIDWorks.com/restoration). You will also find self-help tips and information about identity protection at this site.

**What Can You Do?** Please review the “Further Steps and Contact List” information below in this letter which identifies additional steps to take to protect your information. If you have additional questions or concerns about this incident, please contact Tammy Boyd directly at [payroll@zitomedia.com](mailto:payroll@zitomedia.com) or 814-260-5657, or call Zito’s toll-free number at 1-800-365-6988 and ask for Tammy Boyd.

We take the privacy and security of your personal information seriously. We regret any inconvenience this may cause you, and thank you for your understanding. We will **NOT** send you any electronic communications regarding this incident and ask you to disclose any personal information.

Sincerely,

  
James Rigas / Co-President



102 South Main Street, Coudersport, PA 16915

\*\* The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

## FURTHER STEPS YOU CAN TAKE TO PROTECT YOUR INFORMATION AND CONTACT LIST

**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 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 can print this form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. You also can contact each one of the three national credit reporting agencies (contact information below).

**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 90 days. 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:** A security freeze 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. Under federal law, you may not be charged to place or remove a credit freeze.

**Police Report:** If you file a police report, you have the right to obtain a copy of it.

**Additional Free Resources on Identity Theft:** You can obtain information from the consumer reporting agencies, FTC (<https://www.identitytheft.gov/>) or from your respective state Attorney General about steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the Federal Trade Commission or to the Attorney General in your state. You may want to contact your state Attorney General to obtain further information. Below is the contact information for the FTC and the Attorneys General for of the states of New York, North Carolina, and Maryland. Contact information for other state Attorneys General may be found here: <https://www.usa.gov/state-attorney-general>.

<p><b>Federal Trade Commission</b> 600 Pennsylvania Ave, NW Washington, DC 20580 consumer.ftc.gov, and <a href="http://www.ftc.gov/idtheft">www.ftc.gov/idtheft</a> 1-877-438-4338</p>	<p><b>New York Attorney General</b> Office of the Attorney General The Capitol Albany, NY 12224-0341 <a href="https://ag.ny.gov/">https://ag.ny.gov/</a> 1-800-771-7755</p>	<p><b>North Carolina Attorney General</b> 9001 Mail Service Center Raleigh, NC 27699 <a href="https://ncdoj.gov/">https://ncdoj.gov/</a> 1-877-566-7226</p>	<p><b>Maryland Attorney General</b> 200 St. Paul Place Baltimore, MD 21202 <a href="http://www.marylandattorneygeneral.gov/">www.marylandattorneygeneral.gov/</a> Main number: 410-576-6300 Toll-free: 1-888-743-0023 Consumer Hotline: 410-528-8662</p>
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**Contact Information for Credit Reporting Agencies:**

	<b>Equifax</b>	<b>Experian</b>	<b>TransUnion</b>
<b>To obtain a copy of your credit report</b>	P.O. Box 740241 Atlanta, GA 30374 (866) 349-5191 <a href="http://www.equifax.com">www.equifax.com</a>	P.O. Box 4500 Allen, TX 75013 (888) 397-3742 <a href="http://www.experian.com">www.experian.com</a>	P.O. Box 1000 Chester, PA 19016 (800) 888-4213 <a href="http://www.transunion.com">www.transunion.com</a>
<b>To obtain a security freeze</b>	PO Box 105788 Atlanta, GA 30348 (800) 685-1111 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>	PO Box 9554 Allen, TX 75013 (888) 397-3742 <a href="http://www.experian.com/freeze/center.html">www.experian.com/freeze/center.html</a>	P.O. Box 2000 Chester, PA 19016 (888) 909-8872 <a href="http://www.transunion.com/credit-freeze">www.transunion.com/credit-freeze</a>
<b>To place a fraud alert</b>	P.O. Box 105069 Atlanta, GA 30348 (888) 766-0008 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>	P.O. Box 2002 Allen, TX 75013 (888) 397-3742 <a href="http://www.experian.com/fraud/center.html">www.experian.com/fraud/center.html</a>	P.O. Box 2000 Chester, PA 19016 (800) 680-7289 <a href="http://www.transunion.com/fraud-victim-resource/place-fraud-alert">www.transunion.com/fraud-victim-resource/place-fraud-alert</a>



Return Mail Processing  
PO Box 999  
Suwanee, GA 30024

8 1 2082 \*\*\*\*\*SNGLP

SAMPLE A. SAMPLE - L02

APT ABC



123 ANY ST

ANYTOWN, US 12345-6789



June 3, 2022

### NOTICE OF DATA BREACH

Dear Parent or Guardian of Sample A. Sample:

We are writing to notify you that Zito West Holding, LLC and Zito Media, L.P. (collectively, “Zito”) experienced a security incident that may have involved your personal information.

**What Happened?** On April 26, 2022, Zito discovered that it had been the victim of a ransomware attack. The attack encrypted a portion of our computer systems, rendering those systems temporarily unavailable. On the same day, we took action to stop the attack and initiated an investigation. We also engaged third-party cybersecurity experts to assist with our investigation and response efforts. On May 6, 2022, we discovered that the attackers had acquired data from a Zito computer system that contains the personal information of current and former employees and their beneficiaries and dependents. Your minor’s information may have been among the data acquired by the attackers.

**What Information Was Involved?** The potentially affected files contained Zito’s HR compliance information which may have included the following information relating to employees, former employees and their respective dependents and/or beneficiaries: name, social security number, ID numbers (e.g., drivers’ license numbers, passport numbers, or other government issued identification number), medical information provided to HR for purposes such as medical leave of absence or workers compensation, information related to a physical condition such as drug test results or wellness verification information, date of birth, or other types of employment-related information.

**What Are We Doing? What we are doing to protect your information:**

To help protect your minor’s identity, we are offering a complimentary 24-month membership of Experian’s® IdentityWorks<sup>SM</sup>. This product provides identity detection and resolution of identity theft. To activate this membership and start monitoring your minor’s personal information please follow the steps below:

- Ensure that you **enroll by**: September 30, 2022 (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/minorplus>
- Provide your **activation code**: **ABCDEFGHI**
- Provide your minor’s information when prompted

If you have questions about the product, need assistance with identity restoration for your minor or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian’s customer care team at 877.890.9332 by September 30, 2022. Be prepared to provide engagement number **B054188** as proof of eligibility for the identity restoration services by Experian.

### ADDITIONAL DETAILS REGARDING THE 24-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 for your minor:

- **Social Security Number Trace:** Monitoring to determine whether enrolled minors in your household have an Experian credit report. Alerts of all names, aliases and addresses that become associated with your minor's Social Security Number (SSN) on the Experian credit report.
- **Internet Surveillance:** Technology searches the web, chat rooms & bulletin boards 24/7 to identify trading or selling of your personal information on the Dark Web.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** Receive the same high-level of Identity Restoration support even after the 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 minor's information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at 877.890.9332. 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 your minor for 24 months 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](http://www.ExperianIDWorks.com/restoration). You will also find self-help tips and information about identity protection at this site.

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We take the privacy and security of your minor's personal information seriously. We regret any inconvenience this may cause you, and thank you for your understanding. We will **NOT** send you any electronic communications regarding this incident and ask you to disclose any personal information.

Sincerely,

  
James Rigas/Co-President



102 South Main Street, Coudersport, PA 16915

\* The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

## FURTHER STEPS YOU CAN TAKE TO PROTECT YOUR INFORMATION AND CONTACT LIST

**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).

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**Police Report:** If you file a police report, you have the right to obtain a copy of it.

**Additional Free Resources on Identity Theft:** You can obtain information from the consumer reporting agencies, FTC (<https://www.identitytheft.gov/>) or from your respective state Attorney General about steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the Federal Trade Commission or to the Attorney General in your state. You may want to contact your state Attorney General to obtain further information. Below is the contact information for the FTC and the Attorneys General for of the states of New York, North Carolina, and Maryland. Contact information for other state Attorneys General may be found here: <https://www.usa.gov/state-attorney-general>.

<p><b>Federal Trade Commission</b> 600 Pennsylvania Ave, NW Washington, DC 20580 consumer.ftc.gov, and <a href="http://www.ftc.gov/idtheft">www.ftc.gov/idtheft</a> 1-877-438-4338</p>	<p><b>New York Attorney General</b> Office of the Attorney General The Capitol Albany, NY 12224-0341 <a href="https://ag.ny.gov/">https://ag.ny.gov/</a> 1-800-771-7755</p>	<p><b>North Carolina Attorney General</b> 9001 Mail Service Center Raleigh, NC 27699 <a href="https://ncdoj.gov/">https://ncdoj.gov/</a> 1-877-566-7226</p>	<p><b>Maryland Attorney General</b> 200 St. Paul Place Baltimore, MD 21202 <a href="http://www.marylandattorneygeneral.gov/">www.marylandattorneygeneral.gov/</a> Main number: 410-576-6300 Toll-free: 1-888-743-0023 Consumer Hotline: 410-528-8662</p>
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<b>To place a fraud alert</b>	P.O. Box 105069 Atlanta, GA 30348 (888) 766-0008 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>	P.O. Box 2002 Allen, TX 75013 (888) 397-3742 <a href="http://www.experian.com/fraud/center.html">www.experian.com/fraud/center.html</a>	P.O. Box 2000 Chester, PA 19016 (800) 680-7289 <a href="http://www.transunion.com/fraud-victim-resource/place-fraud-alert">www.transunion.com/fraud-victim-resource/place-fraud-alert</a>