

EXHIBIT 1

The investigation into this matter is ongoing, and this notice will be supplemented with any new significant facts learned subsequent to its submission. By providing this notice, C.E. Niehoff & Company (“C.E. Niehoff”) 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 or about September 12, 2021 C.E. Niehoff learned they were the target of a cyberattack that affected portions of their computer network. C.E. Niehoff immediately took systems offline and launched an investigation into the nature and scope of the incident. With the assistance of third-party forensic specialists, C.E. Niehoff investigated this incident to determine whether any sensitive information was viewed or removed from C.E. Niehoff’s systems without authorization. As the investigation progressed, on or around October 18, 2021 C.E. Niehoff learned documents containing employee information could have been viewed and/or taken by the unauthorized actor. C.E. Niehoff worked as quickly as possible to review the documents to determine those individuals whose information was present and notify them about this incident.

The information that could have been subject to unauthorized access includes name, address, Social Security number, and health and medical information related to the health insurance provided by C.E. Niehoff. At this time, we have not identified a reason to conclude that any customer information was compromised in the incident.

Notice to Maine Resident

On or about December 23, 2021, C.E. Niehoff provided written notice of this incident to all affected individuals, which includes one (1) Maine resident. 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, C.E. Niehoff moved quickly to investigate and respond to the incident, assess the security of C.E. Niehoff systems, and notify potentially affected individuals. C.E. Niehoff is also working to implement additional safeguards and training to its employees. C.E. Niehoff is providing access to providing access to credit monitoring services for twelve (12) months through Experian, to individuals whose personal information was potentially affected by this incident, at no cost to these individuals.

Additionally, C.E. Niehoff 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. C.E. Niehoff 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



C.E. Niehoff & Co.

December 23, 2021

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

H2399-L01-0000001 T00001 P001 *****SCH 5-DIGIT 12345



SAMPLE A SAMPLE - L01
APT ABC
123 ANY STREET
ANYTOWN, ST 12345-6789



NOTICE OF [Extra1]

Dear Sample A. Sample:

C.E. Niehoff & Co. (“C.E. Niehoff”) is writing to inform you of a recent event that may impact the privacy of some your information. We are unaware of any attempted or actual misuse of your information at this time, but we are providing you with this letter as a precaution, to inform you of the event, our response, and steps you may take to protect your information, should you feel it is necessary to do so.

What Happened? On September 12, 2021 C.E. Niehoff learned we were the target of a cyberattack that affected portions of our computer network. We immediately took systems offline and launched an investigation into the nature and scope of the incident. With the assistance of third-party forensic specialists, we investigated this incident to determine whether any sensitive information was viewed or removed from C.E. Niehoff’s systems without authorization. As the investigation progressed, on or around October 18, 2021 we learned documents containing employee information could have been viewed and/or taken by the unauthorized actor. We worked as quickly as possible to review the documents to determine those individuals whose information was present and notify them about this incident.

What Information Was Involved? Our investigation has determined that information related to employee information including your name [Extra2] were potentially affected by this incident. Please note that, to date, we are unaware of any actual or attempted misuse of your information as a result of this incident. At this time, we have not identified a reason to conclude that any customer information was compromised in the incident.

What We Are Doing. Information security is among C.E. Niehoff’s highest priorities, and we have strict security measures in place to protect information in our care. Upon discovery of the unusual activity, we immediately took portions of our network offline and commenced an investigation that included working with third-party forensic specialists to understand the nature and scope of the event. We also notified law enforcement about this event. We changed all relevant passwords, further strengthened our existing technical controls, and implemented additional security measures. In addition to these efforts, we also reviewed existing security policies and cybersecurity measures to further protect against similar incidents moving forward. We are notifying potentially impacted individuals, including you, so that you may take steps to best protect your information, should you feel it is appropriate to do so.

Out of an abundance of caution, we are offering you access to credit monitoring and identity theft protection services for twelve (12) months at no cost to you, through Experian. You may find information on how to enroll in these services in the enclosed “*Steps You Can Take to Protect Your Information.*” We encourage you to enroll in these services as we are not able to do so on your behalf.

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What You Can Do. We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your account statements and monitoring your free credit reports for suspicious activity and to detect errors. Please also review the information contained in the enclosed “*Steps You Can Take to Protect Your Information.*”

For More Information. We understand that you may have questions about this incident that are not addressed in this letter. We’ve set up a dedicated assistance line to answer your privacy questions. If you have additional questions or concerns, please call us toll-free at **(877) 653-0401**, Monday through Friday between 8:00 a.m. and 10:00 p.m. CT, and Saturday through Sunday between 10:00 a.m. and 7:00 p.m. CT (excluding U.S. holidays). Be prepared to provide engagement number ENGAGE# as proof of eligibility for the identity restoration services by Experian. This line is staffed with specialists who understand these types of incidents and the steps that can be taken to support you. We take this incident very seriously and sincerely regret any inconvenience or concern this incident may cause you.

Sincerely,

A handwritten signature in black ink, appearing to read "Sue Metzner". The signature is fluid and cursive, with the first name "Sue" and last name "Metzner" clearly distinguishable.

Sue Metzner
President & Chief Executive Officer

STEPS YOU CAN TAKE TO PROTECT PERSONAL INFORMATION

Enroll in Credit Monitoring

To help protect your identity, we are offering a complimentary 12-month 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: February 28, 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) 653-0401** by **February 28, 2022**. Be prepared to provide engagement number **ENGAGE#** as proof of eligibility for the identity restoration services by Experian.

ADDITIONAL DETAILS REGARDING YOUR 12-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 ExtendCARETM:** 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) 653-0401**. 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 12 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. You will also find self-help tips and information about identity protection at this site.

Monitor Your Accounts

Under U.S. law, a consumer is entitled to one free credit report annually from each of the three major credit reporting bureaus, Equifax, Experian, and TransUnion. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also directly contact the three major credit reporting bureaus listed below to request a free copy of your credit report.

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Consumers have the right to place an initial or extended “fraud alert” on a credit 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 three major credit reporting bureaus listed below.

As an alternative to a fraud alert, consumers have the right to place a “credit freeze” on a credit report, which will prohibit a credit bureau from releasing information in the credit report without the consumer’s express authorization. The credit 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 credit 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 credit freeze on your credit report. To request a security freeze, you will need to provide the following information:

1. Full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. Addresses for the prior two to 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, etc.); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft if you are a victim of identity theft.

Should you wish to place a credit freeze, please contact the three major credit reporting bureaus listed below:

Equifax	Experian	TransUnion
https://www.equifax.com/personal/credit-report-services/	https://www.experian.com/help/	https://www.transunion.com/credit-help
888-298-0045	1-888-397-3742	833-395-6938
Equifax Fraud Alert, P.O. Box 105069 Atlanta, GA 30348-5069	Experian Fraud Alert, P.O. Box 9554, Allen, TX 75013	TransUnion Fraud Alert, P.O. Box 2000, Chester, PA 19016
Equifax Credit Freeze, P.O. Box 105788 Atlanta, GA 30348-5788	Experian Credit Freeze, P.O. Box 9554, Allen, TX 75013	TransUnion Credit Freeze, P.O. Box 160, Woodlyn, PA 19094

Additional Information

You may further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the consumer reporting bureaus, the Federal Trade Commission, or your state Attorney General. The Federal Trade Commission may 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. This notice has not been delayed by law enforcement.