

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, L'Arche St. Louis 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 August 14, 2020, L'Arche St. Louis discovered a break in at their office and a number of computers were stolen. L'Arche St. Louis immediately began an internal investigation to assess the scope of the incident. Though no sensitive information was stored directly on the computers, L'Arche St. Louis' investigation determined that the thief could have used the computers to access certain information stored in OneDrive. Therefore, L'Arche St. Louis reviewed the scope of the data stored within OneDrive and determined that certain personal information was stored within OneDrive. L'Arche St. Louis was unable to determine whether the thief accessed OneDrive following the theft of the computers. Although L'Arche St. Louis is unaware of any actual or attempted misuse of information as a result of this incident, they are notifying potentially impacted individuals. The information that could have been subject to unauthorized access includes name and Social Security number.

Notice to Maine Resident

On November 10, 2020, L'Arche St. Louis provided written notice of this incident to the 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, L'Arche St. Louis moved quickly to investigate, respond to the incident, and notify potentially affected individuals. L'Arche St. Louis is also working to implement additional safeguards. L'Arche St. Louis is providing individuals whose personal information was potentially affected by this incident with access to credit monitoring services for 1 year through ID Experts at no cost to the individuals.

Additionally, L'Arche St. Louis 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. L'Arche St. Louis is providing individuals with information on how to place a fraud alert and security freeze on one's credit file, 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. L'Arche St. Louis is reporting this incident to any regulators as required.

EXHIBIT A



Name
Address 1
Address 2

November 10, 2020

RE: Notice of Data Security Incident

Dear [REDACTED],

L'Arche St. Louis is writing to inform you of an incident that may affect the privacy of some of your personal information. Although we have no evidence of actual or attempted misuse of information potentially affected by this incident, this letter provides details of the incident, our investigation, and steps you can take to help protect your information should you feel it is appropriate to do so.

What Happened? On August 14, 2020, L'Arche St. Louis discovered a break in at our office and a number of computers were stolen. We immediately began an internal investigation to assess the scope of the incident. Though no sensitive information was stored directly on the computers, our investigation determined that the thief could have used the computers to access certain information stored in OneDrive. Therefore, we reviewed the scope of the data stored within OneDrive and determined that certain of your sensitive information was stored within OneDrive. We were unable to determine whether the thief accessed OneDrive following the theft of the computers. Although we are unaware of any actual or attempted misuse of information as a result of this incident, we are notifying you because your information was stored in OneDrive.

What Information Was Involved? We determined that the type of information about you stored within OneDrive and potentially impacted by this incident includes your name and Social Security number.

What We Are Doing. L'Arche St. Louis takes the security of personal information in our care very seriously. Upon discovering this incident, we moved quickly to change all relevant passwords, investigate, and notify potentially impacted individuals.

What Can You Do? We arranged to have IDX provide credit monitoring and identity protection services to you for one (1) year at no cost to you as an added precaution. Please review the enclosed *Steps You Can Take to Help Protect Your Information* for instructions on how to enroll in these services.

For More Information. We understand that you may have questions about this incident that are not addressed in this letter. If you have additional questions, please email Justin Lorenz at justinlorenz@larchestlouis.org or call 1-314-405-8025, Monday through Friday from 9:00 am to 5:00 pm Central Time.

We sincerely regret any inconvenience this incident may cause you. L'Arche St. Louis remains committed to safeguarding information in our care, and we will continue to take proactive steps to enhance the security of our systems.

Sincerely,

Justin Lorenz
Operations Manager
L'Arche St. Louis

CC: Paula Kilcoyne
Executive Director

Steps You Can Take to Help Protect Your Information

Activate Identity Monitoring

1. Website and Enrollment. Go to <https://app.myidcare.com/account-creation/protect> and follow the instructions for enrollment using the following Enrollment Code – **1234567890**

2. Activate the credit monitoring provided as part of your IDX identity protection membership. The monitoring included in the membership must be activated to be effective. Note: You must have established credit and access to a computer and the internet to use this service. If you need assistance, IDX will be able to assist you.

3. Telephone. Contact IDX at 1-800-939-4170 to gain additional information about this event and speak with knowledgeable representatives about the appropriate steps to take to protect your credit identity.

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

P.O. Box 9554

Allen, TX 75013

1-888-397-3742

www.experian.com/freeze/center.html

TransUnion

P.O. Box 160

Woodlyn, PA 19016

1-888-909-8872

www.transunion.com/credit-freeze

Equifax

P.O. 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.);
1. Social Security number;
2. Date of birth;
3. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
4. Proof of current address, such as a current utility bill or telephone bill;
5. A legible photocopy of a government-issued identification card (state driver’s license or ID card, military identification, etc.);
6. 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 19106
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); 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.

For North Carolina residents, the Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001, 1-877-566-7226 or 1-919-716-6000, www.ncdoj.gov. You can obtain information from the Attorney General or the Federal Trade Commission about preventing identity theft.