



Tree Top, Inc.  
P.O. Box 248  
Selah, WA 98942

[Date]

[Insert Recipient's Name]

[Insert Address]

[Insert City, State, Zip]

## NOTICE OF DATA BREACH

Dear [Insert customer name]:

We are contacting you regarding a cybersecurity incident experienced by Tree Top, Inc.

### ***What Happened?***

On November 11, 2020, we learned that Tree Top's computer network was accessed by unauthorized third parties. The hackers initially gained access to our network through a compromised user account and then gained access to several of our corporate computer systems. Using ransomware, the hackers encrypted a number of our servers that contained personal information. Upon learning of the incident, we immediately launched a thorough forensic investigation with the assistance of leading outside cybersecurity experts and promptly took steps to secure and restore our systems. We are confident at this time that there is no ongoing persistent or unauthorized access to the Tree Top network or systems from this incident.

You are receiving this notice because some of your personal information may have been compromised and potentially exposed to third parties as a result of this incident.

### ***What Information Was Involved?***

The personal information potentially compromised during this incident included records of Tree Top's current and former employees and their beneficiaries and dependents, and job applicants. If you are receiving this notice, it may have involved your personal information, including your name, address, date of birth, social security number, bank account information, health insurance subscriber number, and in some limited cases, medical information.

### ***What Are We Doing?***

Upon learning of this incident, we moved quickly to respond. As noted above, we have conducted a thorough forensic investigation with the assistance of outside cybersecurity experts, and that investigation is ongoing. We immediately terminated the attackers' access to our network, and took steps to ensure the security of our network and systems, and to restore operations of our systems. We have upgraded our security controls company-wide. We also have installed leading information security technologies that provide around-the-clock monitoring of our systems and network to detect threats and automatically block suspicious activity in real time.

## **What Can You Do?**

We strongly encourage you to review the information provided below in the section entitled Steps You Can Take to Protect Your Personal Information.

## **For More Information**

We recognize that individuals may have questions that were not addressed here. If you have additional questions, please contact our dedicated assistance line at **888.401.0572**, Mon-Fri 6 am – 8 pm Pacific Time; Sat/Sun 8 am – 5 pm Pacific Time, except holidays.

## **STEPS YOU CAN TAKE TO PROTECT YOUR PERSONAL INFORMATION**

### **We Are Providing Complimentary Credit Monitoring:**

To help protect your identity, we are offering a complimentary one-year 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:** March 31, 2021 (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
- Provide your **activation code:** [code]

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 888.401.0572 by March 31, 2021. Be prepared to provide engagement number **DB24493** as proof of eligibility. 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.<sup>1</sup>
- **Credit Monitoring:** Actively monitoring of Experian files for indicators of fraud.
- **Identity Restoration:** Agents are available to help you address credit and non-credit related fraud.
- **Up to \$1 Million Identity Theft Insurance<sup>2</sup>:** 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 888.401.0572.

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](http://www.ExperianIDWorks.com/restoration). You will also find self-help tips and information about identity protection at this site.

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<sup>1</sup> Daily credit reports are available for online members only. Offline members will be eligible to call for additional reports quarterly after enrolling

<sup>2</sup> 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.

## ***You May Also 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 free credit reports for suspicious activity and to detect errors. 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](http://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. You should be aware, however, that using a security freeze 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 until you lift the freeze. 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 consumer reporting agencies listed below:

Experian P.O. Box 9554 Allen TX 75013 1-888-397-3742 <a href="http://www.experian.com/freeze/center.html">www.experian.com/freeze/center.html</a>	TransUnion P.O. Box 160 Woodlyn, PA 19094 1-800-909-8872 <a href="http://www.transunion.com/creditfreeze">www.transunion.com/creditfreeze</a>	Equifax P.O. Box 105788 Atlanta, GA 30348-5788 1-888-298-0045 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>
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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. 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 (e.g., state driver’s license or ID card);
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. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian P.O. Box 9554 Allen, TX 75013 1-888-397-3742 <a href="http://www.experian.com/fraud/center.html">www.experian.com/fraud/center.html</a>	TransUnion P.O. Box 2000 Chester, PA 19016 1-800-680-7289 <a href="http://www.transunion.com/fraud-alerts">www.transunion.com/fraud-alerts</a>	Equifax P.O. Box 105788 Atlanta, GA 30348-5788 1-888-298-0045 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>
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## **MORE INFORMATION**

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 also encourages those who discover that their information has been misused to file a complaint with them. The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; [www.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-

653-4261. 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. This notice has not been delayed by law enforcement.

**For Maryland residents**, the Maryland Attorney General may be contacted at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-410-528-8662; or [www.oag.state.md.us](http://www.oag.state.md.us).

**For New Mexico residents**, you have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit “prescreened” offers of credit and insurance you get based on information in your credit report; and you may seek damages from violator. You may have additional rights under the Fair Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. We encourage you to review your rights pursuant to the Fair Credit Reporting Act by visiting [www.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](http://www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf), or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

**For New York residents**, the New York Attorney General provides resources regarding identity theft protection and security breach response at [www.ag.ny.gov/internet/privacy-and-identity-theft](http://www.ag.ny.gov/internet/privacy-and-identity-theft). The New York Attorney General may be contacted: by phone at 1-800-771-7755; toll-free at 1-800-788-9898; or online at [www.ag.ny.gov](http://www.ag.ny.gov).

**For North Carolina residents**, the North Carolina Attorney General may be contacted at: 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; or [www.ncdoj.gov](http://www.ncdoj.gov).

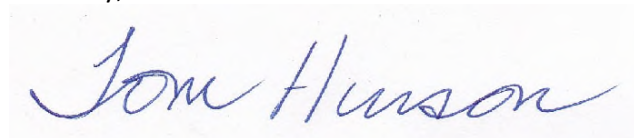
**For Rhode Island residents**, the Rhode Island Attorney General can be reached contacted at 150 South Main Street, Providence, Rhode Island 02903; [www.riag.ri.gov](http://www.riag.ri.gov), or 1-401-274-4400. Under Rhode Island law, you have the right to obtain any police report filed in regard to this incident. The number of Rhode Island residents potentially impacted by this incident is not currently known.

We sincerely regret this incident and any inconvenience it may cause you. Should you have questions or concerns regarding this matter, please do not hesitate to contact us at:

Tree Top, Inc.  
P.O. Box 248  
Selah, WA 98942

Or at 888.401.0572 or [dataprotection@treetop.com](mailto:dataprotection@treetop.com).

Sincerely,



Tom Hurson  
President and CEO of Tree Top, Inc.