



EXHIBIT A

[Insert Recipient's Name]
[Insert Address]
[Insert City, State, Zip]

[Date]

RE: Notice of Data Breach

Dear [First Name][Last Name]:

We are writing to notify you about an incident involving your personal information. This letter is to provide you with details of what happened, the measures we have taken in response, and to provide you with details on proactive steps you may consider to help protect your information.

InfoMart is a consumer reporting agency based in Atlanta, Georgia. Our services include pre-employment background checks, among other types of consent-based background checks. Your information is in our system because either your current or potential employer engaged us to conduct a background check within the last 21 months.

What Happened: On March 21, 2023, InfoMart Inc. ("InfoMart") discovered one of its user email boxes had been compromised by an unauthorized actor. Upon the discovery of the incident on March 22, 2023, we promptly removed the unauthorized actor's access and secured the mailbox content.

What Information Was Involved: Based on our investigation, we determined that messages in the mailbox accessed by the unauthorized actor may have contained some of your personal information, including your full name and:

- Government Issued Identification Number
- Social Security Number
- Date of Birth

Based on the circumstances of the incident, such as the time period during which the unauthorized actor had access to the mailbox, and our review of the unauthorized actor's activity within the mailbox, we have no reason at this time to conclude there is a likelihood of harm to your privacy or risk of further disclosure of your personal information.

What You Can Do: While we have no reason to believe there has been or will be any improper use or disclosure of your personal information, we encourage you to remain vigilant by reviewing your account statements and monitoring credit report information.

You can also obtain information about fraud alerts and security freezes from the FTC and the credit reporting agencies listed below:

1582 Terell Mill Road
Marietta, GA 30067
phone 770.984.2727
fax 770.984.8997



Federal Trade Commission, <https://www.ftc.gov>, 600 Pennsylvania Avenue, NW, Washington, DC 20580 1-877-FTC-HELP

Nationwide Consumer Reporting Companies:

- **Equifax**, <https://www.equifax.com>, Equifax Credit Information Services, LLC, P.O. Box 740241, Atlanta, GA 30374, 1-800-525-6285
- **Experian**, <https://www.experian.com>, Experian National Consumer Assistance Center, P.O. Box 4500, Allen, TX 75013, 1-888-397-3742
- **TransUnion**, <https://www.transunion.com>, TransUnion Consumer Relations, P.O. Box 2000, Chester, PA 19016-2000, 1-800-680-7289

To the extent you desire to freeze your credit report, you must separately place a credit freeze on your credit file at each of the three credit reporting agencies. There is no charge associated with placing a credit freeze. The following information should be included when requesting a credit freeze:

- 1) Full name, with middle initial and any suffixes;
- 2) Social Security number;
- 3) Date of birth (month, day, and year);
- 4) Current address and previous addresses for the past five (5) years;
- 5) Proof of current address, such as a current utility bill or telephone bill;
- 6) Other personal information as required by the applicable credit reporting agency.

What We Are Doing: We regret that this incident occurred and take the security of our information very seriously. In addition to conducting a staff-wide training session across a variety of information security topics to minimize the likelihood that an incident like this will happen again, InfoMart has also implemented additional layers of multi-factor and authentication verifications, along with other system monitoring protection.

To help protect your identity, we are also offering complimentary access to Experian IdentityWorksSM for 24 months.

If you believe there was fraudulent use of your information as a result of this incident and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent. 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 from the date of the incident (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 Identity Restoration 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.

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While identity restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary 24-month membership. This product provides you with superior identity detection and resolution of identity theft. To start monitoring your personal information, please follow the steps below:

- Ensure that you **enroll by** [Enrollment End Date] (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: [Enrollment URL]
- Provide your **activation code**: [Activation Code]

If you have questions about the product, need assistance with Identity Restoration that arose as a result of this incident, or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at [Experian TFN] by [Enrollment End Date]. Be prepared to provide engagement number [B#####] 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.*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists 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.
- **\$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

For More Information. We sincerely regret any inconvenience or concern caused by this incident. If you have further questions or concerns, or would like an alternative to enrolling online, please call [Experian TFN] toll-free Monday through Friday from 8 am – 10 pm Central, or Saturday and Sunday from 10 am – 7 pm Central (excluding major U.S. holidays). Be prepared to provide your engagement number [B#####].

Sincerely,

Tim Gordon, Chief Compliance Officer

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