



1/13/2017

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Scott Frohme
Tate Access Floors
7510 Montevideo Rd
Jessup, MD 20794

Maryland Attorney General's Office
Identity Theft Unit
200 St. Paul Place
16th Floor
Baltimore, MD 21202

Attn: Identity Theft Unit

I am writing to notify you of a data breach that occurred on Wed January, 11th 2017 that has the potential to result in future identify theft. The result of the breach impacted 7 employees, 5 of which reside in Maryland.

On Wed morning, an associate in the Human resources department received and email that appeared to have been sent from our company president requesting copies of his direct reports W2 tax forms from the years 2015 & 2016. The personal data contained on the forms included name, address, social security number and earning and withhold balances. It was not until after the employee copied, created a PDF, and sent the requested information that it was discovered that the email had not originated internally. The sender had used an alias on the email that made it appear to be internal.

Once it was identified that our employee's personal was released, we immediately took the following steps:

- Notified each employee
- Purchased credit monitoring for each employee at no cost to them
- Advised the employee to place a fraud alert on their report at each of the three credit services
- Advised the employee to file a police report
- Advised the employee to file an IRS Identify Theft affidavit
- Advised the employee to contact all of the banks

All of the above was communicated to each employee on Wed and a letter was sent to each of their home address. Sample attached

If you would like additional details or would like to discuss, please feel free to call be ay 410-799-4777

Best Regards,

Scott Frohme
Chief Financial Officer
Tate Access Floors



Tate Access Floors, Inc.
52 Springvale Rd.
Red Lion, PA 17356

Tel: 717-244-4071
Fax: 717-246-3437

www.tateinc.com



Sample

Dear Employee:

Confidential personal information in the form of your 2015 & 2016 W-2 containing your name, address social security number and annual earnings and deductions was inadvertently released to unknown parties on Wednesday, January 11, 2017 at Tate Access Floors, Inc. The company severely regrets the inconvenience this has caused and is committed to help you protect yourself from identity theft.

In order to prevent, or limit, any negative outcomes from this situation there are steps that the company and you should take. Tate Access Floors is in the process of obtaining credit monitoring services through LifeLock to help provide prevention and early identification to you of any unauthorized activity. Also, Tate will be notifying your State Attorney General's Office of this fraud.

To further help protect yourself, Tate strongly recommends you take the follow steps:

- File a police report in the jurisdiction where you reside
- Place a fraud alert on your credit report with the major credit services listed below
- File an IRS anti-fraud affidavit

Equifax
www.alerts.equifax.com
1-866-349-5191
PO Box 740256
Atlanta, GA 30348-5069

Experian
www.experian.com
1-714 830-7000
955 American Lane
Schaumburg, IL 60173

TransUnion
www.transunion.com
1-877-322-8228
PO Box 2000
Chester, PA 19016

The following resources can assist you further in preventing identity theft.

FTC- Bureau of Consumer Protection
www.identitytheft.gov
East Central Region (covers, MD, PA & VA)
1111 Superior Ave., Suite 200
Cleveland, OH 44114-2507
1-877-382-4357

Attorney General Office – MD
www.marylandattorneygeneral.gov
200 St. Paul Place
Baltimore, MD 21202
410-576-6300

Please remain vigilant by reviewing all of your account statements and credit monitoring reports. Feel free to contact me with any other questions or concerns.

Regards,
Katrina Smith
SR HR Generalist



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