Clark & Enersen
1010 Lincoln Mall
Ste 200
Lincoln, NE 68508

CLARK & ENERSEN
Architecture \ Engineering \ Interior Design \ Landscape Architecture \ Planning

[redacted], CO [redacted]

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February 19, 2025

NOTICE OF DATA BREACH

Dear [redacted]:

We are writing to inform you of a data security incident experienced by our company, Clark & Enersen, that may have involved your information as described below. We take privacy and security seriously. This notice explains the incident, outlines the steps Clark & Enersen has taken to address it, and provides steps you can take to help protect your personal information, including the opportunity to enroll in complimentary credit monitoring.

What Happened: On December 1, 2024, we became aware of technical issues related to systems in our network. Upon discovery, we took immediate action to secure our network and to address and investigate the incident, which included retaining legal counsel and engaging outside IT forensic specialists (at the direction of counsel) to investigate. After a thorough investigation, on January 3, 2025, we learned that an unauthorized actor gained access to our systems between November 28, 2024, and December 1, 2024, and exfiltrated some data, which may have included your personal data as described below.

What Information Was Involved: The information that may have been impacted includes your first and last name in combination with your Social Security Number.

What We Are Doing: Upon learning of the incident, we took immediate steps to address it, including securing our systems. We also retained legal counsel and engaged outside forensic specialists (through counsel) to investigate the incident and have implemented additional security safeguards.

We also are providing you with access to **Single Bureau Credit Monitoring/Single Bureau Credit Report/Single Bureau Credit Score** services at no cost to you. These services provide you with alerts for twelve (12) months from the date of enrollment when changes occur to your credit file. This notification is sent to you the same day that the change or update takes place with the bureau. Finally, we are providing you with proactive fraud assistance to help with any questions that you might have or in event that you become a victim of fraud. These services will be provided by Cyberscout, a TransUnion company, specializing in fraud assistance and remediation services. Instructions about how to enroll in these services and additional resources available to you are included in the enclosed "*Steps You Can Take to Help Protect Your Information*."

What You Can Do: We are not aware of any reports of identity fraud or other fraudulent activity with your information as a result of this incident. However, it is always prudent for persons to remain vigilant against incidents of identity theft and fraud by reviewing your credit reports and account statements for suspicious activity and to detect errors. If you discover any suspicious or unusual activity on your accounts, please promptly contact the financial institution or company. We have provided additional information included in the enclosed "*Steps You Can Take to Help Protect Your Information*," which contains more information about steps you can take to help protect yourself against fraud and identity theft, as well as credit monitoring enrollment instructions.

<u>For More Information:</u> Should you have any questions or concerns, please contact our dedicated assistance line with TransUnion at 1-800-405-6108 Monday through Friday, 8:00 a.m. to 8:00 p.m. EST, excluding major U.S. holidays. Please know that the security of information is of the utmost importance to us. We stay committed to protecting your trust in us and continue to be thankful for your support during this time.

Sincerely,

T.J. Schirmer

Senior Principal,
Clark & Enersen

Enclosure: *Steps You Can Take to Help Protect Your Information*

STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

Enrollment Instructions

You can follow the recommendations on the following page to help protect your personal information. You can also enroll in the complimentary credit monitoring services being offered to you by logging on to https://bfs.cyberscout.com/activate and following the provided instructions. When prompted, please provide the following unique code: [redacted]. To receive the monitoring services, please enroll within 90 days from the date of this letter. The enrollment requires an internet connection and email account and may not be available to minors. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

Monitor Your Accounts and Credit Reports

We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your credit reports/account statements and explanation of benefits forms 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, TransUnion, Experian, and Equifax. To order your free credit report, visit www.annualcreditreport.com or call 1-877-322-8228. Once you receive your credit report, review it for discrepancies and identify any accounts you did not open or inquiries from creditors that you did not authorize. If you have questions or notice incorrect information, contact the credit reporting bureau.

You have the right to place an initial or extended "fraud alert" on a credit file at no cost. An initial fraud alert is a one-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert, 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 lasting seven years. Should you wish to place a fraud alert, please contact any of the three credit reporting bureaus listed below.

As an alternative to a fraud alert, you 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 your 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 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 credit freeze, you should provide the following information:

1. Full name (including middle initial as well as Jr., Sr., III, etc.);
2. Social Security number;
3. Date of birth;
4. Address for the prior two to five years;
5. Proof of current address, such as a current utility or telephone bill;
6. A legible photocopy of a government-issued identification card (e.g., state driver's license or identification card); 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 fraud alert or credit freeze, please contact the three major credit reporting bureaus listed below:

TransUnion 1-800-916-8800 www.transunion.com **TransUnion Fraud Alert** P.O. Box 2000 Chester, PA 19016-2000 **TransUnion Credit Freeze** P.O. Box 160 Woodlyn, PA 19094	**Experian** 1-888-397-3742 www.experian.com **Experian Fraud Alert** P.O. Box 9554 Allen, TX 75013 **Experian Credit Freeze** P.O. Box 9554 Allen, TX 75013	**Equifax** 1-888-298-0045 www.equifax.com **Equifax Fraud Alert** P.O. Box 105069 Atlanta, GA 30348-5069 **Equifax Credit Freeze** P.O. Box 105788 Atlanta, GA 30348-5788

Additional Information

You can further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the credit reporting bureaus, the Federal Trade Commission (FTC), or your state Attorney General. The FTC also encourages those who discover that their information has been misused to file a complaint with them. The FTC may be reached at 600 Pennsylvania Ave. NW, Washington, D.C. 20580; 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, your state Attorney General, and the FTC. This notice has not been delayed by law enforcement.

For Connecticut residents, the Connecticut Attorney General may be contacted at 165 Capitol Avenue, Hartford, CT 06106; 806-808-5318; and portal.ct.gov/ag.

For D.C. residents, the District of Columbia Attorney General may be contacted at 441 4th Street NW #1100, Washington, D.C. 20001; 202-727-3400, and https://oag.dc.gov/consumer-protection.

For Florida residents, the Florida Attorney General may be contacted at PL-01, The Capitol, Tallahassee, FL 32399; 850-414-3300; and myfloridalegal.com.

For Georgia residents, the Georgia Attorney General may be contacted at 40 Capitol Square, SW, Atlanta, GA 30334; 1-404-651-8600 or 1-800-869-1123; and law.georgia.gov.

For Illinois residents, the Illinois Attorney General may be contacted at 500 South Second Street, Springfield, IL 62701; 217-782-1090; and illinoisattorneygeneral.gov.

For Maryland residents, the Maryland Attorney General may be contacted at Office of the Attorney General, 200 St. Paul Place, Baltimore, MD 21202; 1-888-743-0023; or www.marylandattorneygeneral.gov.

For Maine residents, the Maine Attorney General may be contacted at 6 State House Station, Augusta, ME 04333; 207-626-8800; maine.gov/ag.

For New Hampshire residents, the New Hampshire Attorney General may be contacted at Capitol Street, Concord, NH 03301; 603-271-3658; and doj.nh.gov.

For New Jersey residents, the New Jersey Attorney General may be contacted at 25 Market Street, PO Box 081, Trenton, NJ 08625; 609-984-5828; and njoag.gov.

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: (i) the consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information; (ii) the consumer reporting agencies may not report outdated negative information; (iii) access to your file is limited; (iv) you must give consent for credit reports to be provided to employers; (v) you may limit "prescreened" offers of credit and insurance you get based on information in your credit report; (vi) and you may seek damages from violators. 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 https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf, or by writing Consumer Response Center, Room 130-A, FTC, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

For New York residents, the New York Attorney General may be contacted at Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; or https://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; and www.ncdoj.gov.

For Oregon residents, the Oregon Attorney General may be contacted at Oregon Department of Justice, 1162 Court St. NE, Salem, OR 97301-4096; 1-877-877-9392; and https://doj.state.or.us/consumer-protection/.

For Rhode Island residents, the Rhode Island Attorney General may be contacted at 150 South Main Street, Providence, RI 02903; 1-401-274-4400; and www.riag.ri.gov. There are no Rhode Island residents impacted by this incident. Under Rhode Island law, you have the right to obtain any police report filed in regard to this incident.