

## NOTICE OF DATA BREACH

**[Insert date]**

Dear Tiffany Colleague,

We are writing to notify you of a cybersecurity incident that involves certain of your personal information.

### **What Happened?**

Tiffany and Company (“Tiffany”) experienced a cybersecurity incident involving unauthorized access to certain of our systems that occurred on May 12, 2025. Based on our investigation, we learned on June 3, 2025 that, in connection with this issue, an unauthorized party obtained Tiffany’s company directory data.

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

The types of impacted information varied by affected individual and may have included your name, contact information (such as corporate email address and phone number), title, manager details, work location, employing entity, username and hashed password. In addition, for some affected individuals, clear text Tiffany system passwords also were obtained.

### **What We Are Doing**

Promptly upon becoming aware of the incident, we took steps to secure our systems, including by disabling affected accounts, resetting passwords and proactively taking certain of our systems offline. We also launched an investigation with the support of leading external cybersecurity experts to understand the nature and scope of the issue. We have required all employees and consultants to change their Tiffany system passwords.

### **What You Can Do**

We take the security of your personal information seriously and are alerting you about this issue so you can take steps to help protect your information. We encourage you to remain alert for any suspicious emails or phone calls and to be cautious of any unsolicited communications that ask for personal information or refer you to a web page asking for personal information. You should not click on web links or download attachments from suspicious emails. We also recommend you change your password for any other online account for which you use a password that is the same as or similar to your Tiffany system password. The Reference Guide below provides information on recommendations by the U.S. Federal Trade Commission on the protection of personal information.

### **For More Information**

We regret any concern this issue may cause. If you have any questions regarding this matter, please contact us at 1-800-210-2363.

Sincerely,

Tiffany and Company

## Reference Guide

We encourage affected individuals to take the following steps:

**Order Your Free Credit Report.** To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com), call toll-free at 1-877-322-8228, or complete the Annual Credit Report Request Form on the U.S. Federal Trade Commission's ("FTC's") website at [www.consumer.ftc.gov](http://www.consumer.ftc.gov) and mail it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281. The three nationwide consumer reporting agencies provide free annual credit reports only through the website, toll-free number or request form.

When you receive your credit report, review it carefully. Look for accounts you did not open. Look in the "inquiries" section for names of creditors from whom you haven't requested credit. Some companies bill under names other than their store or commercial names. The consumer reporting agency will be able to tell you when that is the case. Look in the "personal information" section for any inaccuracies in your information (such as home address and Social Security number). If you see anything you do not understand, call the consumer reporting agency at the telephone number on the report. Errors in this information may be a warning sign of possible identity theft. You should notify the consumer reporting agencies of any inaccuracies in your report, whether due to error or fraud, as soon as possible so the information can be investigated and, if found to be in error, corrected. If there are accounts or charges you did not authorize, immediately notify the appropriate consumer reporting agency by telephone and in writing. Consumer reporting agency staff will review your report with you. If the information cannot be explained, then you will need to call the creditors involved. Information that cannot be explained also should be reported to your local police or sheriff's office because it may signal criminal activity.

**Report Incidents.** If you detect any unauthorized transactions in a financial account, promptly notify your payment card company or financial institution. If you detect any incident of identity theft or fraud, promptly report the incident to law enforcement, the FTC and your state Attorney General. If you believe your identity has been stolen, the FTC recommends that you take these steps:

- Close the accounts that you have confirmed or believe have been tampered with or opened fraudulently. For streamlined checklists and sample letters to help guide you through the recovery process, please visit <https://www.identitytheft.gov/>.
- File a local police report. Obtain a copy of the police report and submit it to your creditors and any others that may require proof of the identity theft crime.

You can contact the FTC to learn more about how to protect yourself from becoming a victim of identity theft and how to repair identity theft:

Federal Trade Commission  
Consumer Response Center  
600 Pennsylvania Avenue, NW  
Washington, DC 20580  
1-877-IDTHEFT (438-4338)  
[www.ftc.gov/idtheft/](http://www.ftc.gov/idtheft/)

**Fraud Alerts and Security Freezes.** You can learn more about fraud alerts and security freezes, which may help you protect yourself from possible identity theft, by contacting the any of the three nationwide consumer reporting agencies as indicated below. For more information on fraud alerts and security freezes, you also can contact the FTC as described above.

|            |                                                                               |                |                    |
|------------|-------------------------------------------------------------------------------|----------------|--------------------|
| Equifax    | Equifax Information Services LLC<br>P.O. Box 105069<br>Atlanta, GA 30348-5069 | 1-800-525-6285 | www.equifax.com    |
| Experian   | Experian Inc.<br>P.O. Box 9554<br>Allen, TX 75013                             | 1-888-397-3742 | www.experian.com   |
| TransUnion | TransUnion LLC<br>P.O. Box 2000<br>Chester, PA 19016                          | 1-800-680-7289 | www.transunion.com |

**For Maryland Residents.** You can obtain information from the Maryland Office of the Attorney General about steps you can take to avoid identity theft. You may contact the Maryland Attorney General at:

Maryland Office of the Attorney General  
Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
(888) 743-0023 (toll-free in Maryland)  
(410) 576-6300  
[www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov)

**For New York Residents.** You can obtain information from the New York State Office of the Attorney General about how to protect yourself from identity theft and tips on how to protect your privacy online. You can contact the New York State Office of the Attorney General at:

Office of the Attorney General  
The Capitol  
Albany, NY 12224-0341  
1-800-771-7755 (toll-free)  
1-800-788-9898 (TDD/TTY toll-free line)  
<https://ag.ny.gov>

Bureau of Internet and Technology (“BIT”)  
28 Liberty Street  
New York, NY 10005  
(212) 416-8433  
<https://ag.ny.gov/resources/individuals/consumer-issues/technology>

**For Oregon Residents.** We encourage you to report suspected identity theft to the Oregon Attorney General at:

Oregon Department of Justice  
1162 Court Street NE  
Salem, OR 97301-4096  
(877) 877-9392 (toll-free in Oregon)  
(503) 378-4400  
[www.doj.state.or.us](http://www.doj.state.or.us)

**For Rhode Island Residents.** You may obtain information about preventing and avoiding identity theft from the Rhode Island Office of the Attorney General at:

Rhode Island Office of the Attorney General  
Consumer Protection Unit  
150 South Main Street  
Providence, RI 02903  
(401)274-4400  
[www.riag.ri.gov](http://www.riag.ri.gov)

You have the right to obtain a police report and request a security freeze as described above. The consumer reporting agencies may require that you provide certain personal information (such as your name, Social Security number, date of birth, and address) and proper identification (such as a copy of a government-issued ID card and a bill or statement) prior to honoring your request for a security freeze on your account.

**For Washington, D.C. Residents.** You may obtain information about preventing and avoiding identity theft from the Office of the Attorney General for the District of Columbia at:

Office of the Attorney General for the District of Columbia  
400 6th Street NW  
Washington, D.C. 20001  
(202)727-3400  
[www.oag.dc.gov](http://www.oag.dc.gov)