Global Privacy Office
The Boeing Company
P.O. Box 3707, MC: 18-19
Seattle, WA 98124-2207

February 8, 2017

Bob Ferguson
Office of the Attorney General
Washington State
1125 Washington Street SE
P.O. Box 40100
Olympia, Washington 98504-0100

RE: Notification of Security Breach

Dear Attorney General Ferguson:

I am writing on behalf of The Boeing Company to inform you of a recent incident that may have resulted in an inadvertent disclosure of personal information of 7,288 residents of your state.

On January 9, 2017, we discovered that a company employee sent an email containing personal information of approximately 36,000 other employees to his non-Boeing spouse on November 21, 2016. During Boeing's investigation, the employee stated that he sent a spreadsheet with the personal information to his spouse for help with a formatting issue. He did not realize there was sensitive personal information included on the spreadsheet because that information was contained in hidden columns. The spreadsheet contained each employee's first and last name, place of birth, employee id, and accounting department codes in visible columns. Social security number and date of birth were in hidden columns. We have taken steps to ensure that any copies of the spreadsheet have been destroyed, including a forensic examination of both the Boeing employee's computer and the spouse's computer to confirm that any copies of the spreadsheet have been deleted. Both the employee and his spouse have confirmed to us that they have not distributed or used any of the information.

Enclosed please find a copy of the notice that will be sent to all affected individuals beginning February 08, 2017.

Please contact me at the above address or by telephone at 206-662-6215, if you have any questions or concerns regarding this incident.

Sincerely,

Marie Olson

Marie E. Olson
Deputy Chief Privacy Officer

Global Privacy Office
The Boeing Company
P.O. Box 3707, MC: 18-19
Seattle, WA 98124-2207

02/08/2017

Example Individual
100 N. Riverside
Chicago, IL 60606

RE: Notice of Data Breach

Dear Example Individual:

This message concerns a recent data security incident that involved your information. While we do not believe your information has been or will be used inappropriately, we sincerely apologize for this incident and wanted to share the following details.

What Happened:

Boeing recently discovered that a company employee sent an email containing personal information of other employees to his non-Boeing spouse on Nov. 21, 2016. During Boeing's investigation, the employee stated that he sent a spreadsheet with the personal information to his spouse for help with a formatting issue. He did not realize the spreadsheet included sensitive personal information because that information was contained in hidden columns. We have taken steps to ensure that any copies of the spreadsheet have been destroyed, including a forensic examination of both the Boeing employee's computer and the spouse's computer to confirm that any copies of the spreadsheet have been deleted. Both the employee and his spouse have confirmed to us that they have not distributed or used any of the information.

What Information Was Involved:
The spreadsheet contained each employee's first and last name, place of birth, BEMSID, and accounting department code in visible columns, and social security number and date of birth in hidden columns.

What We Are Doing:
In addition to the efforts described above, we will require additional training on the proper handling of personal information and will be examining additional controls to further protect your personal information.

Although we do not believe your information has been or will be used inappropriately, we are offering a **complimentary** two-year membership of Experian's® ProtectMyID® Elite. This product helps detect possible misuse of your personal information and provides you with superior identity protection support focused on immediate identification and resolution of identity theft.

What You Can Do:

1. **Activate your ProtectMyID account as soon as possible.**
   1. ENSURE **That You Enroll By: 05/31/17** (Your code will not work after this date.)
   2. VISIT the **ProtectMyID Web Site to enroll: www.protectmyid.com/protect**
   3. PROVIDE **Your Activation Code: ASDF1234**

   Note: A credit card is not required for enrollment.

If you have questions or need an alternative to enrolling online, please call 866-751-1324 and provide engagement number: **PC106405**.

2. Be on the alert for suspicious activity related to your accounts, credit report and financial products. You will have access to your Experian consumer credit report as part of the Experian ProtectMyID product. We recommend that you also take the following steps to protect your identity:

   - Check your other consumer reports annually. You may obtain a free copy of your credit report once every 12 months from each of the nationwide consumer reporting agencies by visiting http://www.annualcreditreport.com or by contacting the consumer reporting agencies at:
     - Experian, 866-200-6020, P.O. Box 2002, Allen, TX 75013; www.experian.com
     - Equifax, 800-685-1111, P.O. Box 740241, Atlanta, GA 30374-0241; www.equifax.com
     - TransUnion, 800-680-7289, P.O. Box 6790, Fullerton, CA 92834-6790, www.transunion.com
   - You should monitor your bank, health care, and health insurance records to ensure there are no transactions or other activity that you did not initiate or authorize. Report any suspicious activity in your records to the appropriate service provider and to one of the national credit reporting companies listed below, and ask for a fraud alert or a security freeze on your credit report. Remember to renew the fraud alerts every 90 days.
     - Experian, Fraud Hotline: 888-397-3742, P.O. Box 2002, Allen, TX 75013; www.experian.com
     - Equifax, Fraud Hotline: 877-478-7625, P.O. Box 740241, Atlanta, GA 30374-0241; www.fraudalerts.equifax.com
     - TransUnion, Fraud Hotline: 800-680-7289, P.O. Box 6790, Fullerton, CA 92834-6790; www.transunion.com; report fraud: fvad@transunion.com
   - Report any suspicious activities on your credit reports or bank, health care or health insurance records to your local police or sheriff's office and file a police report. Keep a copy of this police report in case you need it to clear your personal records.
   - You can obtain additional Information about preventing Identity Theft from the Federal Trade Commission (FTC): 877-382-4357, https://www.consumer.ftc.gov/topics/identity-theft

For Massachusetts Residents: You have a right to request from us a copy of any police report filed in connection with this incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it. If you have been a victim of identity theft, and you provide the credit reporting agency with a valid police report, it cannot charge you to place, lift, or remove a security freeze. In all other cases, a credit reporting agency may charge you up to $5 each to place, temporarily lift, or permanently remove a security freeze.

For North Carolina Residents: You can obtain information from the North Carolina Office of the Attorney General about steps you can take to help prevent identity theft. You can contact the Attorney General's Consumer Hotline toll-free within North Carolina at 877-5-NO-SCAM or 919-716-6000.

On behalf of Boeing, I sincerely apologize for this incident and regret any inconvenience it may cause you. I encourage you to take advantage of the free identify theft protection service. If you have questions or concerns regarding this matter or the protections available to you, please do not hesitate to contact the Boeing Global Privacy Office at globalprivacy@boeing.com or 206-544-2406.

Sincerely,

Marie Olson

Marie Olson
Deputy Chief Privacy Officer