



September 17<sup>th</sup>, 2024

Client Name

Client Address

Client City, State, Zip

## **NOTICE OF SECURITY INCIDENT**

Dear (Client Name),

We are writing to inform you about a recent security incident at Summit View Accounting /Aim Inc that may affect the privacy of some of your information. Although we have no evidence of identity theft or fraud occurring as the result of this event, this letter provides details of the incident, our response, and resources available to you to help protect your information from possible misuse, should you feel it is appropriate to do so.

**What Happened:** On the afternoon of Sunday, September 8th, 2024, we discovered that our office located at 11112 66<sup>th</sup> Ave E, Puyallup, WA 98373 had been broken into sometime in the previous 28 hours, and locked file cabinets containing client documents were opened.

**What Information Was Involved:** The affected locked file cabinets contained personal client information, including full names and Social Security numbers, which may include yours. As a result, your information could potentially have been accessible to unauthorized individuals.

**Our Immediate Response:** Upon discovering the breach, we promptly contacted local authorities and filed a formal report with the Pierce County Sheriff's Department: Incident #2425201338. We have also contacted our local Stakeholder Liaison to the IRS, the local governing FBI field office, and notified the Washington State Office of the Attorney General.

**Steps You Can Take:** We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your account statements and monitoring your credit reports for suspicious or unauthorized activity.

In addition to staying alert, you may also consider the following:

Place a Fraud Alert on Your Credit Files: A fraud alert notifies creditors that you may be a victim of identity theft, encouraging them to take extra steps in verifying your identity before opening any

new accounts. A fraud alert does not affect your ability to use existing credit cards or accounts but may slow down the process of obtaining new credit.

To place a fraud alert on your credit file, contact one of the three major credit reporting agencies. Contact information is included below.

Place a Security Freeze on Your Credit Reports: A Security Freeze prevents most potential creditors from viewing your credit report, adding an extra layer of protection by restricting unauthorized accounts from being opened in your name. More information on placing a Security Freeze can be found at [www.atg.wa.gov/credit-freeze-fraud-alerts](http://www.atg.wa.gov/credit-freeze-fraud-alerts), or you can contact one of the three major credit reporting agencies. Contact information is included below.

Obtain a FREE Copy of Your Credit Report: You can obtain a free annual credit report from each of the three major credit-reporting agencies by calling 1-877-322-8228 or online at [www.annualcreditreport.com](http://www.annualcreditreport.com).

<b>Equifax</b>	<b>Experian</b>	<b>TransUnion</b>
<a href="https://www.equifax.com/personal/credit-report-services">https://www.equifax.com/personal/credit-report-services</a>	<a href="https://www.experian.com/help">https://www.experian.com/help</a>	<a href="https://www.transunion.com/L/credit-help">https://www.transunion.com/L/credit-help</a>
1-888-298-0045	1-888-397-3742	1-800-916-8800
Equifax Fraud Alert P.O. Box 105069 Atlanta, GA 30348-5069	Experian Fraud Alert P.O. Box 9554 Allen, TX 75013	TransUnion Fraud Alert P.O. Box 2000 Chester, PA 19016
Equifax Credit Freeze P.O. Box 105788 Atlanta, GA 30348-5788	Experian Credit Freeze P.O. Box 9554 Allen, TX 75013	TransUnion Credit Freeze P.O. Box 160 Woodlyn, PA 19094

**Our Commitment to Your Security:** We sincerely apologize for the inconvenience this causes and want to reassure you that safeguarding your personal information is our top priority. In response to this incident, we have taken immediate steps to further enhance our security protocols. We are in the process of digitizing physical files into a secure, encrypted format and have strengthened our physical office security measures to prevent future incidents. While we have measures in place to protect information in our care, as part of our ongoing commitment to the privacy of information, we continue to review our policies, procedures, and processes related to the storage and access of personal information to reduce the likelihood of a similar future event.

**We Are Here to Help:** If you have further questions, you may contact us at (253) 848-0322 or (360) 300-1505.

Thank you for your understanding and continued trust.

Sincerely,

Summit View Accounting / Aim Inc