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June 13, 2025

**VIA ONLINE SUBMISSION**

Re: Notice of Data Security Incident

To Whom It May Concern:

Constangy, Brooks, Smith & Prophete LLP (“Constangy”) represents Effortless Office Enterprises, LLC. (“Effortless Office”) in connection with the recent data security incident described in greater detail below. The purpose of this letter is to notify you of the incident in accordance with Washington’s data breach notification statute. By providing this notice, Effortless Office does not waive any rights or defenses regarding the applicability of Washington law, the applicability of the Washington data event notification statute, or personal jurisdiction.

**1. Nature of the Incident**

Effortless Office discovered suspicious activity temporarily within its computer network. They promptly took steps to secure the environment and began an investigation to determine the nature and scope of the issue. In addition, they began working to restore impacted systems as quickly as possible and engaged digital forensics specialists to conduct an investigation into what happened and determine whether personal information was accessed or acquired without authorization. The investigation determined that unauthorized access occurred at certain times between May 9, 2024 and July 23, 2024. After determining that personal information may have been impacted, Effortless Office completed a comprehensive programmatic and manual review to identify what personal information was impacted and to whom it belonged.

On January 16, 2025, Effortless Office learned that personal information related to certain data owners was impacted in connection with the incident. On January 16, 2025, Effortless Office notified the necessary data owners and worked to obtain contact information for the individuals whose personal information may have been impacted. Notification was completed as soon as practicable after Effortless Office received authority from the data owners to notify individuals.

Please note, there is no evidence of fraudulent misuse, or attempted misuse, of the potentially impacted information.

**2. Number of Affected Residents & Information Involved**

The incident involved personal information for approximately 752 Washington residents. The information involved in the incident for the affected Washington residents may have included name and Social Security Number, date of birth, driver's license number, financial account information, health insurance information, and medical information.

### **3. Notification to Affected Individual(s)**

On June 13, 2025, notification letters were sent to affected individuals with identifiable address information by USPS First Class Mail. The notification letter provides resources and steps individuals can take to help protect their information. A sample notification letter sent to the impacted individual(s) is included with this correspondence.

### **4. Steps Taken Relating to the Incident**

Effortless Office is notifying the affected individuals and providing them with steps they can take to protect their personal information as discussed above. Effortless Office has also established a toll-free call center through IDX, a leader in risk mitigation and response, to answer any questions about the incident and address related concerns. In addition, Effortless Office has also notified law enforcement and taken steps to bolster its security posture.

### **5. Contact Information**

Effortless Office remains dedicated to protecting the personal information in its control. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,



Matthew Toldero  
Constangy, Brooks, Smith & Prophete, LLP

Encl.: Sample Notification Letter

# EFFORTLESS

P.O. Box 1907  
Suwanee, GA 30024

<< First Name>> << Last Name>>  
<<Address1>>  
<<Address2>>  
<<City>>, <<State>> <<Zip>>

June 13, 2025

Re: Notice of Data <<Variable Text 1: Breach or Security Incident>>

Dear << First Name>> << Last Name>>:

Effortless Office Enterprises, LLC. (“Effortless Office”) is writing to notify you of a data security incident which may have included your personal information. Effortless Office takes the privacy and security of all information within its possession very seriously. Please read this letter carefully as it contains information regarding the incident and information about steps that you can take to help protect your information. Effortless Office is a Managed Services Provider (MSP) and we held limited information related to you due to our relationship with [REDACTED]

**What Happened?** Effortless Office discovered suspicious activity temporarily within its computer network. Effortless Office promptly took steps to secure the environment and began an investigation to determine the nature and scope of the issue. In addition, Effortless Office began working to restore impacted systems as quickly as possible. Effortless Office engaged digital forensics specialists to conduct an investigation into what happened and determine whether personal information was accessed or acquired without authorization. The investigation determined that unauthorized access occurred at certain times between May 9, 2024 and July 23, 2024. After determining that personal information may have been impacted, Effortless Office completed a comprehensive programmatic and manual review to identify what personal information was impacted and to whom it belonged. On May 12, 2025, [REDACTED] learned that your personal information was impacted in connection with the incident.

**What Information was Involved?** The information that may have been affected in connection with this incident includes your name as well as <<Variable Text 2: Data Elements>>.

**What Are We Doing?** As soon as Effortless Office discovered the incident, Effortless Office took the steps discussed above. In addition, Effortless Office reported the matter to law enforcement and will cooperate with their investigation. In order to reduce the likelihood of a similar incident occurring in the future, Effortless Office also implemented additional measures to enhance the security of its network environment.

**What You Can Do.** You can follow the recommendations included with this letter to protect your personal information. Effortless Office recommends that you review your current and past credit and debit card account statements for discrepancies or unusual activity. If you see anything that you do not understand or that looks suspicious, or if you suspect that any fraudulent transactions have taken place, you should call the bank that issued the credit or debit card immediately.

**For More Information:** If you have questions about this letter or need assistance, please do not hesitate to reach out to our designated call center at IDX at [REDACTED], Monday through Friday from 9am to 9pm Eastern Time, excluding holidays and they will be happy to provide you with additional information.

We take your trust in Effortless Office and this matter very seriously. Please accept our apologies for any concern or inconvenience this may cause you.

Sincerely,

Effortless Office Enterprises, LLC

3130 S Rainbow Blvd, Suite 303  
Las Vegas, NV 89146

## STEPS YOU CAN TAKE TO HELP PROTECT YOUR INFORMATION

**Review Your Account Statements and Notify Law Enforcement of Suspicious Activity:** As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC).

**Request a Copy of Your Credit Report:** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <https://www.annualcreditreport.com>, calling toll-free 1-877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You also can contact one of the following three national credit reporting agencies:

**Equifax**

P.O. Box 105851  
Atlanta, GA 30348  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

**Experian**

P.O. Box 9532  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

**TransUnion**

P.O. Box 1000  
Chester, PA 19016  
1-800-916-8800  
[www.transunion.com](http://www.transunion.com)

**Place a Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least one year. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <https://www.annualcreditreport.com>.

**Put a Security Freeze:** You have the right to put a security freeze on your credit file for up to one year at no cost. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you, including your full name, Social Security Number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

**You also have certain rights under the Fair Credit Reporting Act (FCRA):** These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA and your rights pursuant to the FCRA, please visit <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state. The Federal Trade Commission may be reached at: 600 Pennsylvania Avenue NW, Washington, D.C. 20580; [www.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. Consumers can obtain further information on how to file such a complaint by way of the contact information listed above. Consumers have the right to file a police report if they ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, consumers will likely need to provide some proof that they have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and the relevant state Attorney General. This notice has not been delayed by law enforcement.

*For District of Columbia residents, the District of Columbia Attorney General may be contacted at: 400 6th Street, NW, Washington, D.C. 20001; (202) 442-9828; and [oag.dc.gov](http://oag.dc.gov).*

*For Maryland residents*, the Maryland Attorney General may be contacted at: 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-410-576-6300 or 1-888-743-0023; and <https://www.marylandattorneygeneral.gov/>.

*For New Mexico residents*, consumers have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in their credit file has been used against them, the right to know what is in their credit file, the right to ask for their credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting bureaus must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to consumers' files is limited; consumers must give consent for credit reports to be provided to employers; consumers may limit "prescreened" offers of credit and insurance based on information in their credit report; and consumers may seek damages from violators. Consumers 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 consumers to review their rights pursuant to the Fair Credit Reporting Act by visiting [www.consumerfinance.gov/f/201504\\_cfpb\\_summary\\_your-rights-under-fcra.pdf](http://www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf), or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 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](http://www.ncdoj.gov).

*For Rhode Island residents*, the Rhode Island Attorney General may be reached at: 150 South Main Street, Providence, RI 02903; 1-401-274-4400; or [www.riag.ri.gov](http://www.riag.ri.gov). Under Rhode Island law, individuals have the right to obtain any police report filed in regard to this event. There are approximately <<#>> Rhode Island residents that may be impacted by this event.