



September 19, 2016

VIA EMAIL

Office of the Attorney General  
SecurityBreach@atg.wa.gov

Re: Incident Notification

To whom it may concern:

Pursuant to Wash. Rev. Code § 19.255.010, we, Ascensus, Inc., are writing to notify you of a breach of security involving 1,505 Washington residents.

On August 23, 2016, Ascensus discovered a website configuration error that allowed the plan administrator of another Ascensus retirement plan access to certain personal information, including participant names, addresses, birth dates, and Social Security numbers. Upon discovering this, Ascensus immediately terminated the configuration that allowed this inadvertent access.

As a precautionary measure, we are notifying each of the affected individuals of the incident. We are also offering the affected individuals one year of free credit monitoring through TrustedID. Written notification will be sent to those residents in the form attached hereto on or about September 21, 2016.

Ascensus takes data security very seriously and we have a number of policies and procedures designed to protect personal data. In light of this occurrence, we are evaluating additional steps that we can take to ensure that this does not happen again. We have no evidence that the personal information has been used for fraudulent purposes.

Please feel free to reach out to me if you have any additional questions.

Sincerely,  
  
Melissa A. Sullivan  
Corporate Counsel

Enclosure: Form of Notice



September 21, 2016

[Plan Participant Name]  
 [Address]  
 [City], [ST] [ZIP]

**Notice of Data Breach  
 Regarding MENZIES AVIATION (USA), INC. 401(K) PLAN**

Dear [Plan Participant Name]:

Ascensus, the recordkeeper for the Menzies Aviation (USA), Inc. 401(k) Plan, is writing to notify you of the inadvertent delivery of your personal information to another party. We have summarized below the relevant facts, which includes an offer of free credit protection.

<p>What Happened?</p>	<p>On August 23, 2016, we discovered a website configuration error that allowed the plan administrator of another Ascensus retirement plan access to your personal information. Upon discovering this, Ascensus immediately terminated the configuration that allowed this inadvertent access.</p>
<p>What Information Was Involved?</p>	<p>The configuration error allowed the plan administrator to view a file which contains your name, address, birth date, and Social Security number.</p>
<p>What We Are Doing.</p>	<p>Ascensus takes data security very seriously and we have a number of policies and procedures designed to protect your personal data. In light of this occurrence, we are evaluating additional steps that we can take to ensure that this does not happen again.</p>
<p>What You Can Do.</p>	<p>Although we do not believe that your data is at risk of identity theft, as a proactive measure we are offering a complimentary 12-month identity protection package through TrustedID. TrustedID's comprehensive and proactive identity protection services include the following.</p> <ul style="list-style-type: none"> <li>• Identity Threat Score which delivers an easy way to gauge your risk for identity theft</li> <li>• Fraud flags with each credit bureau to ensure no new accounts are opened in your name without your permission</li> <li>• End user access to identity theft restoration specialists, who will help through all aspects of correcting damage done by new cases of identity theft</li> </ul> <p>We encourage you to take a few minutes to take advantage of this offer. To enroll in the free identity protection service, go to <a href="http://www.trustedid.com/benefits">www.trustedid.com/benefits</a>. Please refer to the following</p>

	<p>promotional code when enrolling: ASC0415IDM1.</p> <p>In general, we recommend that you remain vigilant to the possibility of identity theft by reviewing your credit card, bank, and other account statements and monitoring your free credit report for any unauthorized activity. You may obtain information from the nationwide credit reporting companies and the Federal Trade Commission about fraud alerts and security freezes. To obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting companies, visit <a href="http://www.annualcreditreport.com">www.annualcreditreport.com</a>, call toll free at 1-877-322-8228, or directly contact the three nationwide credit reporting companies. Contact information for the three nationwide credit reporting companies is as follows:</p> <table data-bbox="609 590 1458 758"> <tr> <td>Equifax PO Box 740241 Atlanta, GA 30374 <a href="http://www.equifax.com">www.equifax.com</a> 1-800-525-6285</td> <td>Experian PO Box 9554 Allen, TX 75013 <a href="http://www.experian.com">www.experian.com</a> 1-888-397-3742</td> <td>TransUnion PO Box 6790 Fullerton, CA 92834 <a href="http://www.transunion.com">www.transunion.com</a> 1-800-680-7289</td> </tr> </table> <p>In addition, you can obtain information about steps to take to avoid identity theft from:</p> <p><b>The Federal Trade Commission:</b> Consumer Response Center, 600 Pennsylvania, Ave., NW, Washington, DC 20580, 877.IDTHEFT (877.438.4338), <a href="http://www.ftc.gov/idtheft">http://www.ftc.gov/idtheft</a>.</p>	Equifax PO Box 740241 Atlanta, GA 30374 <a href="http://www.equifax.com">www.equifax.com</a> 1-800-525-6285	Experian PO Box 9554 Allen, TX 75013 <a href="http://www.experian.com">www.experian.com</a> 1-888-397-3742	TransUnion PO Box 6790 Fullerton, CA 92834 <a href="http://www.transunion.com">www.transunion.com</a> 1-800-680-7289
Equifax PO Box 740241 Atlanta, GA 30374 <a href="http://www.equifax.com">www.equifax.com</a> 1-800-525-6285	Experian PO Box 9554 Allen, TX 75013 <a href="http://www.experian.com">www.experian.com</a> 1-888-397-3742	TransUnion PO Box 6790 Fullerton, CA 92834 <a href="http://www.transunion.com">www.transunion.com</a> 1-800-680-7289		
For More Information.	If you have any questions, you can contact our Participant Service Team at 1-888-800-5359.			

In light of the protection that will be provided by TrustedID, we feel confident that you will not be adversely affected because of this error. Nevertheless, we apologize for this error and any inconvenience it has caused you.

Sincerely,



Joseph Coyle  
Vice President, Client Service

Enclosures: TrustedID's IDMonitor product insert

Plan Number: 211253