

15th of March 2018

State of Washington Attorney General Office

ATTN: Consumer Protection

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ATTORNEY GENERAL
OF WASHINGTON

RE: Accidental Release of private information (Data Breach)

To whom it may concern:

This letter is to notify the office of the Attorney General that Parker Staffing Services, LLC has experienced an accidental release of employee information in the form of a PDF containing form W2 was emailed to a single individual. The email was recalled, and proper notification of all employees effected has been completed. We have included a copy of the letter issued to our employees who were part of the accidental release of information.

As the amount of individuals effected was over 500 but under 1,000 we are notifying the State of Washington's office of the Attorney General in accordance with the law.

If there is any further action required by Parker Staffing Services, LLC at this time. Please contact our office – information listed below.

Sincerely,

Kathryn Riley

Sr. Vice President Finance & Administration

katyr@parkerservices.com

(206) 652-1515

15th of March 2018

{Name}

{Address}

Dear {Name},

Parker Staffing Services, LLC is committed to protecting the security and confidentiality of your personal information. Regrettably, we are writing to inform you about an incident involving some of your information that may have been accessed without authorization. Parker Staffing Services, LLC takes this incident very seriously. We want to provide you with information about what happened and help you take steps to protect yourself and your personal information.

On February 15th, 2018 Parker Staffing Services, LLC learned that a PDF file containing W-2 statements had been inadvertently disclosed to an outside individual via email attachment. We were notified of this error by the individual that received the file. Immediately upon learning of the error, we have instructed the individual that received the information to immediately destroy the file via deletion. We have initiated an internal review and notified the correct agencies.

We know that W-2 statements contain personal information including your name, address, and social security number. We have no indication that the information on your W-2 statement has been accessed or misused in any way. However, as a precaution, we are notifying you of this incident. For additional steps you can take to protect your identity, please see the page that follows this letter.

As Senior Vice President of Finance and Administration of Parker Staffing Services, LLC, I deeply regret that this incident occurred and am truly sorry for any concern it may cause you. We are committed to making improvements in our procedures and practices to help prevent this type of incident from happening again. Specifically, we will strengthen our information technology operations by completing a comprehensive assessment of IT practices, policies, and data sharing. Improve training and awareness for Parker Staffing Services employees regarding best practices for handling data, and employing best practices for delivery of data upon request.

If you have any questions please call (206) 447-9447, Monday through Friday 8:00 a.m. to 5:00 p.m. Pacific Time.

Sincerely,

Kathryn Riley

SVP Finance and Administration

Additional Steps You Can Take

We recommend that you remain vigilant to the possibility of fraud and identity theft by reviewing your credit report, credit card, bank, and other financial statements for any unauthorized activity. You may also obtain a copy of your credit report, free of charge, directly from each of the three nationwide credit reporting agencies once every 12 months. To order your credit report(s), please visit www.annualcreditreport.com or call toll free at (877) 322-8228. Contact information for the three nationwide credit reporting agencies is as follows:

Equifax, PO Box 740241, Atlanta, GA 30374, www.equifax.com, 1-800-685-1111

Experian, PO Box 2002, Allen, TX 75013, www.experian.com, 1-888-397-3742

TransUnion, PO Box 2000, Chester, PA 19016, www.transunion.com, 1-800-916-8800

If you believe that you are a victim of identity theft or have reason to believe that your personal information has been misused you should immediately contact the Federal Trade Commission and/or the Office of the Attorney General in your home state.

State of Washington Attorney General

Main Office:

1125 Washington Street SE

PO Box 40100

Olympia, WA 98504-0100

Consumer Protection:

800 5th Ave, Suite 2000 Seattle, WA 98104-3188

Federal Trade Commission, Consumer Response Center

600 Pennsylvania Avenue, NW Washington DC 20580

1-877-IDTHEFT (438-4338), www.ftc.gov/idtheft

You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records.