

November 27, 2023

NOTICE OF DATA BREACH

Dear _____ :

Peter Gisolfi Associates, Architect, Landscape Architects, LLP (“PGA” or “we”) is providing this letter to inform you of an event that may affect your personal information. This letter provides details of the event, our response, and resources available to you to help protect your personal information from possible misuse, should you feel it is appropriate to do so.

WHAT HAPPENED?

PGA became aware of a data security incident impacting our systems on October 27th, 2023. We immediately initiated an investigation and engaged an IT consultant to further provide support in connection with our investigation and secure against potential system vulnerabilities. We promptly implemented the recommended actions to prevent further disclosure of data as we continued to investigate the situation. Through our investigation, we determined that the unauthorized access to our systems occurred on October 27th, 2023.

WHAT INFORMATION WAS INVOLVED?

We have confirmed that certain files containing your personal information were impacted by this incident. Specifically, the data accessed may have included your Social Security Number.

WHAT WE ARE DOING

PGA values your privacy and security of your information and takes this incident very seriously. As soon as we learned of the unauthorized access to our systems, PGA initiated an internal investigation. We notified law enforcement about the incident and continue to cooperate with law enforcement’s investigation. PGA has implemented additional security measures designed to prevent a recurrence of such an attack and to protect the privacy of PGA's valued employees.

We are also working closely with law enforcement to ensure the incident is properly addressed.

WHAT YOU CAN DO

Please review the attachment to this letter (Steps You Can Take to Further Protect Your Information) for further information on steps you can take to protect your information, and how to receive free credit monitoring services for one year.

We also encourage you to regularly review your financial accounts and report any suspicious or unrecognized activity immediately. The “Steps You Can Take to Further Protect Your Information” provides further information about what you can do. As recommended by federal reporting agencies, you should remember to be vigilant for the next 12 to 24 months and report any suspected incidents of fraud to the relevant financial institution.

P E T E R G I S O L F I A S S O C I A T E S

FOR MORE INFORMATION

The privacy and security of your personal information is of the utmost importance to us. We sincerely regret and apologize for any inconvenience or concern that it may cause you. For further information and assistance, please contact us at (914) 478-3677 between 9 a.m.- 5 p.m. Eastern Standard Time daily or visit Peter Gisolfi Assoc. (petergisolfiassociates.com)

Sincerely,

A handwritten signature in black ink, appearing to read "M. Tribe", with a long horizontal flourish above the name.

Michael L. Tribe, AIA, LEED SP, BD + C
Principal

PETER GISOLFI ASSOCIATES

Architects • Landscape Architects, LLP

Steps You Can Take to Further 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, including your state attorney general and the Federal Trade Commission (FTC).

To file a complaint with the FTC, go to IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

- **Obtain and Monitor Your Credit Report**

We recommend that you obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting www.annualcreditreport.com, calling toll-free 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 can access the request form at <https://www.annualcreditreport.com/requestReport/requestForm.action>. Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

Equifax (866) 349-5191 www.equifax.com P.O. Box 740241 Atlanta, GA 30374	Experian (888) 397-3742 www.experian.com P.O. Box 2002 Allen, TX 75013	TransUnion (800) 888-4213 www.transunion.com 2 Baldwin Place P.O. Box 1000 Chester, PA 19016
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- **Consider Placing a Fraud Alert on Your Credit Report**

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 90 days. 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 www.annualcreditreport.com.

- **Take Advantage of Additional Free Resources on Identity Theft**

We recommend that you review the tips provided by the Federal Trade Commission's Consumer Information website, a valuable resource with some helpful tips on how to protect your information. Additional information is available at <https://consumer.ftc.gov/identity-theft-and-online-security>.

For more information, please visit IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). [A copy of Identity Theft – A Recovery Plan, a comprehensive guide from the FTC to help you guard against and deal with identity theft, [is enclosed/can be found on the FTC's website at https://www.bulkorder.ftc.gov/system/files/publications/501a_idt_a_recovery_plan_508.pdf].]

OTHER IMPORTANT INFORMATION

- **Security Freeze**

In some US states, you have the right to put a security freeze on your credit file. A security freeze (also known as a credit freeze) makes it harder for someone to open a new account in your name. It 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 apply for a new credit card, wireless phone, or any service that requires a credit check. You must separately place a security freeze on your credit file with each credit reporting agency. 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. There is no charge to request a security freeze or to remove a security freeze.