



Jan Goldstein
Gray Television, Inc.
Vice President, Human Resources

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [Name]:

Gray Television, Inc. recently learned of a potential compromise of employee information, and we believe your information was included. As a current or former Gray employee, we value our relationship with you, and would like to provide the following overview of what happened, what information was involved, what we are doing, and what you can do. Although we have no evidence that this data has been or will be accessed, we are offering free credit monitoring for all affected individuals, as discussed in greater detail below.

WHAT HAPPENED?

On August 12, 2016, Gray was notified by its insurance carrier that a package Gray had mailed to the carrier did not include a thumb drive containing employee information that was supposed to be enclosed, leading Gray to conclude that the thumb drive was either lost or stolen. At this time, we have no evidence that this data has been or will be accessed but, out of an abundance of caution, we are offering free credit monitoring services to reduce the risk of fraud or identity theft.

WHAT INFORMATION WAS INVOLVED?

We believe that certain of your employee information, including unencrypted employee number, employee name, position title, station name, state, social security number, compensation code, Gray's system income code and income description, hours paid, and amount paid, was on the thumb drive.

WHAT WE ARE DOING

Please be assured that Gray is taking this matter very seriously. In an effort to protect your information and to assist you with detecting possible fraudulent activity Gray will be providing you, at no cost, one year of tri-bureau credit monitoring services through CLC Incorporated. Immediately below we provide a summary of what is included in this monitoring service, followed by instructions for activating your free credit monitoring.



- **Credit Monitoring:**
 - Your credit reports from each of the three major credit bureaus (Experian, Equifax, and TransUnion) will be monitored on a daily basis for any new credit inquiries.
 - If any activity is detected, you will be notified by email or text so that you can ascertain whether the suspicious activity is fraudulent.

- **Alert Detection:**
 - Live alerts will be sent by email and available in a “dashboard.”
 - When an alert comes to your dashboard, you are able to click on the “Red Alert - Not Me” response. This response will be pushed back to the source of the transaction alert and can sometimes stop the fraudulent transaction before it is completed.

- **Credit Monitoring Activation Process:**
 - Visit graytv.clcidprotect.com
 - Click on “Sign Up” on the top right of the screen
 - Enter your first initial, last name and zip code (for example Joe Smith in zip code 77777 would enter jsmith77777)
 - Complete the enrollment form
 - Complete the activation process
 - Click on “Activate” then “Credit Monitoring” and complete the form

WHAT YOU CAN DO

We want to describe certain steps that you can take to protect yourself against identity theft. First, we have enclosed instructions on how you can contact the three major credit bureaus to place a 90-day fraud alert on your account, inquire about any unusual activity on your account, and request a free credit report. We also suggest that you carefully review all bills and account statements you may receive over the next several months, and report any suspicious activity to the financial institution of the account at issue. If you think that your personal information is being improperly used in any manner, we ask that you let me know, and you can also contact local law enforcement to file a police report and contact the Federal Trade Commission at 1-877-ID THEFT (877-438-4338).

We value and appreciate you as an employee. We regret this situation and any inconvenience or concern it may cause you.



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FOR MORE INFORMATION

Should you have further questions about this matter, please contact me at 470-225-5408 or via email at jan.goldstein@gray.tv.

Sincerely,

Jan Goldstein
Vice President, Human Resources

Contact Information – Federal Trade Commission

You may contact the Federal Trade Commission to file a complaint regarding fraud at:

Federal Trade Commission
600 Pennsylvania Avenue, NW
Washington, DC 20580
1-877-ID THEFT (877-438-4338)
<https://www.ftc.gov/contact>

Contact Information – National Credit Reporting Agencies

Note: if you decide to place a 90-day fraud alert on your account, you only need to contact one of the three credit reporting agencies listed below. Once you have requested an alert with one agency, your request will be automatically sent to the other two agencies. In most cases, the alert will be placed on your credit file with all three agencies within 48 hours.

You may also place a security freeze on your credit report. A security freeze prohibits a credit reporting agency from releasing any information from a consumer's credit report without written authorization. However, please be aware that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services.

The cost for placing a security freeze varies by state, so please call or visit the credit reporting agencies' websites to find that information for your state. To place a security freeze on your credit report, you must send a written request with the following information to **each** of the three major consumer reporting agencies by regular, certified or overnight mail at the addresses listed below.

- Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
- Social Security number;
- Date of birth;
- If you have moved in the past five (5) years, the addresses where you lived over the prior five years;



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- Proof of current address such as a current utility bill or telephone bill;
- A legible photocopy of a government-issued ID card (state driver's license or ID card, military ID, etc.);
- If you are a victim of identity theft, include a copy of the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

Equifax	Experian	Trans Union
<p>P.O. Box 740241 Atlanta, GA 30374-0241 www.equifax.com For general info or to request a credit report, call 1-800-685-1111.</p> <p>To place a fraud alert, call 1-800-525-6285 or go to the Equifax Fraud Alert website</p> <p>To place a security freeze, send a written request by regular, certified, or overnight mail to:</p> <p>Equifax Security Freeze P.O. Box 105788 Atlanta, GA 30348</p>	<p>P.O. Box 2002 Allen, TX 75013 www.experian.com For general info, to request a credit report, or to place a fraud alert, call 1-888-397-3742.</p> <p>You can also place a fraud alert through the Experian Fraud Center website.</p> <p>To place a security freeze, send a written request by regular, certified, or overnight mail to:</p> <p>Experian Security Freeze P.O. Box 9554 Allen, TX 75013</p>	<p>P.O. Box 1000 Chester, PA 19022 www.transunion.com For general info or to request a credit report, call 1-800-888-4213.</p> <p>To place a fraud alert, call 1-800-680-7289, or visit the Trans Union Fraud Alert website</p> <p>To place a security freeze, send a written request by regular, certified, or overnight mail to:</p> <p>Trans Union Security Freeze Fraud Victim Assistance Dept. P.O. Box 6790 Fullerton, CA 92834</p>

Iowa Residents: If you are an Iowa resident and suspect you have been a victim of identity theft, you may also contact the Attorney General of Iowa at 1305 E. Walnut St., Des Moines, IA 50319. The phone number is (515) 281-5164 or you can go to the website at www.state.ia.us/government/ag.

North Carolina Residents: If you are a North Carolina resident, you can obtain more information about identity theft from the Office of the Attorney General of North Carolina, 9001 Mail Service Center, Raleigh, NC 27699-9001. The phone number is (877) 566-7226, or you can go to the website at www.ncdoj.gov.