



"We're growing for you"

12017 Glen Arm Road • Glen Arm, Maryland 21057 • Phone: 410-592-6106 • Fax: 410-592-8338 • www.PerennialFarm.com

January 30, 2023

Office of the Attorney General
Attn: Security Breach Notification
200 St. Paul Place
Baltimore, MD 21202

Re: Personal Information Protection Act ("PIPA") Notification
Exterior Design, Inc., trading as The Perennial Farm

Dear Attorney General:

This letter is to advise of a potential PIPA security breach related to employees at The Perennial Farm ("PF"). PF employs varying numbers of employees through out the year in its long-standing business of producing perennial landscape materials for commercial and residential use. PF recently used a third-party company (its regular accounting vendor) to mail W2 forms for the year 2022. W2 forms were sent to current and former 2022 employees (including management). Management became aware on Wednesday that at times and when the letter was positioned in certain fashion employee social security numbers were or may, at times, been visible through some of the windows of the mailing envelopes.

Please note:

- i. 160 employees received W2 forms by mail. It is unknown the exact number of potential or actual personal information breaches.
- ii. PF's vendor utilized a folded letter for the W2 form and used an envelope with a window for the employee's address. Management was notified by some employees of the potential for breach by several employees upon their receipt to the letter. The folding and insertion of the letter into the envelope in some cases allowed the letter when positioned in a certain way to reveal the employee's social security number.
- iii. PF has absolutely corrected the process for mailing W2 with its vendor. New procedure for double checking privacy of all personal information mailed.
- iv. A copy of the notice to be provided to employees is attached.

It is further noted that PF has, at its expense, provided opportunity to employees by offering credit protection services. If additional questions arise, please contact the undersigned.

Very truly yours,
The Perennial Farm

Richard Watson, President



12017 Glen Arm Rd, Glen Arm MD 21057

January 30, 2023

Re: Personal Information Protection Act Notice

Perennial Farm Team,

We respect the security and privacy of your personal information. The Perennial Farm recently used a third-party company (its regular accounting vendor) to mail 2022 W2 forms to current and former 2022 employees (including management). Management has become aware that at times when the letter was positioned in certain fashion social security numbers were or may, at times, been visible through the window of the mailing envelope addressed to you. Accordingly, this letter provides important information for your protection and use.

This is a singular event that The Perennial Farm takes very seriously. Corrective action has already been taken with the third-party company to ensure no repeat of this event. There are steps you should take to confirm no misuse of information.

It is important and we strongly recommend that, as a precautionary measure, you stay vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on any financial account, you should promptly notify the financial institution or company with which the account is maintained. You also should report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, the Maryland attorney general, and/or the Federal Trade Commission.

To file a complaint with the FTC, go to www.ftc.gov/idtheft 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. To contact the Maryland Attorney General.

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(410) 576-6574

Additionally, The Perennial Farm is offering Credit Monitoring Services provided by Norton/Life Lock® Defender for one year at no charge to the employee. Please see Mandy by March 20, 2023 to provide your contact information to receive your unique Member ID and enrollment code.

You may obtain information from the three major reporting agencies listed below about steps to avoid identity theft and request a free copy of your credit report from each agency once every 12 months by visiting: <http://www.annualcreditreport.com> or calling toll-free 877-322-8228.

Equifax (800) 685-1111
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian (888) 397-3742
www.experian.com
535 Anton Blvd., Suite 100
Costa Mesa, CA 92626

TransUnion (800) 916-8800
www.transunion.com
P.O. Box 2000
Chester, PA 19076

Should have any questions please see Mandy or call The Perennial Farm's main number of (410) 592-6106.

Very truly yours,

Richard Watson
President