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November 6, 2024

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**VIA E-MAIL (IDTHEFT@OAG.STATE.MD.US)**

Office of the Attorney General  
Attn: Jeff Karberg, Administrator of the Identity Theft Program  
Attn: Security Breach Notification  
200 St. Paul Place  
Baltimore, MD 21202

**Re: Notification of Data Security Incident**

Dear Mr. Karberg:

We represent The Manual Woodworkers and Weavers, Inc. ("MWW") in connection with an incident that may have involved the personal information of two (2) Maryland residents. MWW is reporting the incident pursuant to MD. CODE ANN., COM. LAW § 14-3504(h). This notice will be supplemented, if necessary, with any new significant facts discovered subsequent to this submission. While MWW is notifying you of this incident, MWW does not waive any rights or defenses relating to the incident, this notice, or the applicability of Maryland law on personal jurisdiction.

**NATURE OF THE INCIDENT**

On July 8, 2024, MWW identified evidence of unauthorized access to the MWW network. Upon learning of the incident, MWW promptly began an internal investigation and engaged an expert third party forensic firm to assist with its investigation, contain the issue, and confirm the security of the MWW network. The investigation determined that an unauthorized third party had access to parts of the MWW network from July 4, 2024, to July 8, 2024, and may have acquired certain files stored on the MWW network.

Based on the findings of the investigation, MWW undertook a review of the files that may have been acquired by the unauthorized party. Through this review, MWW determined that the files contained names and Social Security numbers for two (2) Maryland residents. MWW is not aware of any fraud or identify theft experienced by any person as result of the incident. Nevertheless, MWW is notifying individuals whose personal information was contained in the involved files, as further described below.

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St. Louis San Francisco Washington, D.C. Wilmington

Polsinelli PC, Polsinelli LLP in California  
99460390.2

**NOTICE TO THE MARYLAND RESIDENTS**

MWW is notifying the individuals whose personal information has been found to be contained in the files involved in the incident. MWW made these notifications via letters mailed through USPS First-Class Mail on November 04, 2024. The notification letter includes information on ways the notified individuals can protect themselves against potential fraud and identity theft, as well as a telephone number they can call if they have any questions regarding the incident. Enclosed is a template copy of the notice letter.

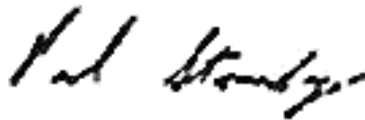
**STEPS TAKEN RELATING TO THE INCIDENT**

Upon discovering the incident, MWW promptly began an internal investigation and engaged experts to investigate and secure its computer systems. As explained above, MWW is notifying individuals who have been identified as having personal information contained in the potentially accessed files, providing them with information about how to protect against fraudulent activity and identity theft. MWW has also notified law enforcement and is evaluating additional controls it can implement to reduce the risk of a similar incident occurring in the future.

**CONTACT INFORMATION**

Please do not hesitate to contact me if you have questions or if I can provide you with further information concerning this matter.

Very truly yours,



Pasha Sternberg

Enclosure



Secure Processing Center  
25 Route 111, P.O. Box 1048  
Smithtown, NY 11787

Postal Endorsement Line

<<Full Name>>

<<Address 1>>

<<Address 2>>

<<Address 3>>

<<City>>, <<State>> <<Zip>>

<<Country>>

\*\*\*Postal IMB Barcode

<<Date>>

Dear <<Full Name>>:

The Manual Woodworkers and Weavers, Inc., (“MWW” or “we”) values and respects the privacy and security of your information and takes the protection of personal information entrusted to us seriously, which is why we are writing to advise you of an incident that may have involved some of your personal information. While we have no evidence that your information has been misused as a result of this incident, this letter provides information about the incident and guidance on what you can do to protect yourself, should you feel it is appropriate to do so.

**What Happened?** On July 8, 2024, we identified evidence of unauthorized access to our network. Upon learning of the incident, we promptly began an internal investigation and engaged an expert third party forensic firm to assist with our investigation and confirm the security of our network. Our investigation determined that, between July 4 and July 8, 2024, the unauthorized third party was able to access our network and that during that time they acquired certain files stored on our systems.

**What Information Was Involved?** We reviewed the contents of the files and, on September 25, 2024, determined that they contained some of your personal information, including your name and social security number.

**What We Are Doing.** In addition to the actions described above, we have also taken steps to reduce the risk of this type of incident occurring in the future, including enhancing our technical security measures. We are also notifying you of the incident so that you can be aware and take steps to protect your information, if you feel it is appropriate to do so.

**What You Can Do.** While we have no evidence that your personal information has been misused, we encourage you to review the enclosed *Additional Important Information* page for steps to protect yourself against possible identity theft or fraud.

**For More Information.** We value the trust you place in us to protect your privacy, take our responsibility to safeguard your personal information seriously, and apologize for any inconvenience or concern this incident might cause. For further information and assistance, please call toll free at 855-277-9031 between 8 am and 8 pm CST, Monday through Friday excluding major holidays.

Sincerely,

The Manual Woodworkers and Weavers, Inc.

### Additional Important Information

As a precautionary measure, we recommend that you remain vigilant to protect against potential fraud and/or identity theft by, among other things, reviewing your account statements and monitoring 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 should also promptly report any fraudulent activity or any suspected incidents of identity theft to proper law enforcement authorities, including the police and your state's attorney general, as well as the Federal Trade Commission ("FTC").

You may wish to review the tips provided by the FTC on fraud alerts, security/credit freezes and steps you can take to avoid identity theft. For more information and to contact the FTC, please visit [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or call 1-877-ID-THEFT (1-877-438-4338). You may also contact the FTC at Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

**Credit Reports:** By law, you may obtain a free copy of your credit report once every 12 months from each of the three national credit reporting agencies. The three national credit reporting agencies have also agreed to provide free weekly online credit reports. You can obtain your free credit report by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com), by calling toll-free 1-877-322-8228, 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 print a copy of the request form at <https://www.annualcreditreport.com/manualRequestForm.action>. Alternatively, you may elect to purchase a copy of your credit report by contacting 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 as follows:

Equifax  
1-866-349-5191  
[www.equifax.com](http://www.equifax.com)  
P.O. Box 740241  
Atlanta, GA 30374

Experian  
1-888-397-3742  
[www.experian.com](http://www.experian.com)  
P.O. Box 2002  
Allen, TX 75013

TransUnion  
1-800-888-4213  
[www.transunion.com](http://www.transunion.com)  
P.O. Box 1000  
Chester, PA 19016

**Fraud Alerts:** By law, you have the right to place a fraud alert on your credit report if you believe you have been, or are about to become, a victim of fraud or related crime. A fraud alert is free and will stay on your credit report for one (1) year. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any new accounts in your name. To place a fraud alert on your credit report, contact any of the three national credit reporting agencies using the contact information listed above. Additional information is available at [www.annualcreditreport.com/protectYourIdentity.action](http://www.annualcreditreport.com/protectYourIdentity.action).

**Credit and Security Freezes:** By law, you have the right to place a credit freeze, also known as a security freeze, on your credit file, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A credit freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a credit freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a credit freeze may delay your ability to obtain credit. Unlike a fraud alert, you must separately place a credit freeze on your credit file at each credit reporting company. Since the instructions for how to establish a credit freeze differ from state to state, please contact the three major credit reporting companies as specified below to find out more information:

Equifax Security Freeze  
1-888-298-0045  
<https://www.equifax.com/personal/credit-report-services/credit-freeze/>  
P.O. Box 105788  
Atlanta, GA 30348

Experian Security Freeze  
1-888-397-3742  
<https://www.experian.com/freeze/center.html>  
P.O. Box 9554  
Allen, TX 75013

TransUnion Security Freeze  
1-800-916-8800  
<https://www.transunion.com/credit-freeze>  
P.O. Box 160  
Woodlyn, PA 19094

This notification was not delayed by law enforcement.

**Maryland Residents:** Maryland residents can contact the Office of the Attorney General to obtain information about steps you can take to avoid identity theft from the Maryland Attorney General's office at: Office of the Attorney General, 200 St. Paul Place, Baltimore, MD 21202, (888) 743-0023, <http://www.marylandattorneygeneral.gov/>.

**New Mexico Residents:** Individuals have rights under the Fair Credit Reporting Act. We encourage you to review your rights under the Fair Credit Reporting Act by visiting [https://files.consumerfinance.gov/f/documents/bcftp\\_consumer-rights-summary\\_2018-09.pdf](https://files.consumerfinance.gov/f/documents/bcftp_consumer-rights-summary_2018-09.pdf), or by requesting information in writing from the Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

**New York State Residents:** New York residents can obtain information about preventing identity theft from the New York Attorney General's Office at: Office of the Attorney General for the State of New York, Bureau of Consumer Frauds & Protection, The Capitol, Albany, New York 12224-0341; <https://ag.ny.gov/consumer-frauds/identity-theft>; (800) 771-7755.

**North Carolina Residents:** North Carolina residents can obtain information about preventing identity theft from the North Carolina Attorney General's Office at: North Carolina Attorney General's Office, Consumer Protection Division, 9001 Mail Service Center, Raleigh, NC 27699-9001; 877-5-NO-SCAM (Toll-free within North Carolina); 919-716-6000; [www.ncdoj.gov](http://www.ncdoj.gov).

**Oregon Residents:** Oregon residents are advised to report any suspected identity theft to law enforcement, including the Federal Trade Commission and the Oregon Attorney General. Oregon residents can contact the Oregon Attorney General at 1162 Court St. NE, Salem, OR 97301-4096; 503-378-4400; <https://www.doj.state.or.us/>.