

Notice of Data Breach. The American Seating Company (“American Seating”) recently discovered an incident that may affect the privacy of some of your personal information. We take this incident seriously and the confidentiality, privacy, and security of our information is one of our highest priorities.

What Happened? On January 29, 2020 American Seating became aware of suspicious activity relating to certain American Seating employee email accounts. In response, American Seating worked with third party forensic specialists to investigate the nature and scope of the activity. We determined that two American Seating email accounts were accessed without authorization. The period of unauthorized access varied for each account at issue. Every potentially accessible email and attachment within the impacted accounts was reviewed to determine what information may have been accessible to the unauthorized actor. On April 28, 2020 we determined the total potentially affected population of this event. Since that time, American Seating worked to find contact information for impacted individuals to ensure those impacted individuals received notice of this event. On July 6, 2020, we determined the final number of impacted parties and what information relating to those individuals was impacted during this event.

What Information Was Involved? Our investigation determined that at the time of the incident, the potentially accessible information varied by individual but included: an individual’s name, Social Security number, Driver’s license number financial account information, payment card information, medical information, email address and password/answer to security question, username and password/answer to security question, health insurance information, employer identification number, and/or tax identification number.

American Seating is unaware of any actual or attempted misuse of any personal information as a result of this incident.

What We Are Doing. The security of information in our care is among our highest priorities. Upon learning of the event, we investigated to determine those individuals that were affected, and secured the compromised accounts. In response to this event, we reviewed and updated our firewall policies, and the implemented new industry standard antivirus protection. In an abundance of caution, we are offering 12 months of complimentary credit monitoring to impacted individuals so that they may take further steps to best protect their personal information, should they feel it is appropriate to do so. We are also notifying any required federal and state regulators.

What You Can Do. We encourage you to remain vigilant against incidents of identity theft and fraud. You should review your account statements, or your loved one’s account statements for suspicious activity and monitor your credit reports for suspicious activity for the next twelve (12) to twenty-four (24) months. If you see any unauthorized charges, promptly contact the bank or credit card company. We also recommend reviewing your credit report for inquiries from companies that you have not contacted, accounts you did not open and debts on your accounts that you cannot explain.

What Can I do to protect my information?

Credit Reports. American Seating encourages you to remain vigilant against incidents of identity theft and fraud and to review your account statements and credit reports for suspicious activity.

Under U.S. law you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit www.annualcreditreport.com or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus directly to request a free copy of your credit report.

Security Freeze. You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742

[www.experian.com/freeze/
center.html](http://www.experian.com/freeze/center.html)

TransUnion

P.O. Box 2000
Woodlyn, PA 19016
1-888-909-8872

[www.transunion.com/credit-
freeze](http://www.transunion.com/credit-freeze)

Equifax

P.O. Box 105788
Atlanta, GA 30348-5788
1-800-685-1111

[www.equifax.com/personal/
credit-report-services](http://www.equifax.com/personal/credit-report-services)

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, provide the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver’s license or ID card, military identification, etc.);
7. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended “fraud alert” on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

Experian

P.O. Box 9554
Allen, TX 75013
1-888-397-3742
[www.experian.com/fraud/
center.html](http://www.experian.com/fraud/center.html)

TransUnion

P.O. Box 2000
Chester, PA 19016
1-800-680-7289
[https://www.transunion.com/
fraud-alerts](https://www.transunion.com/fraud-alerts)

Equifax

P.O. Box 105069
Atlanta, GA 30348
1-888-766-0008
[www.equifax.com/personal/
credit-report-services](http://www.equifax.com/personal/credit-report-services)

Additional Information

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580, www.identitytheft.gov, 1-877-ID-THEFT (1-877-438-4338); TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.

For North Carolina residents: The Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; www.ncdoj.gov. You can obtain information from the Attorney General or the Federal Trade Commission about preventing identity theft.

For Maryland residents: The Attorney General can be contacted at 200 St. Paul Place, 16th Floor, Baltimore, MD 21202; 1-410-528-8662; www.oag.state.md.us. American Seating is located at 401 American Seating Center, Grand Rapids, MI 49504.

For New Mexico residents: You have rights pursuant to the Fair Credit Reporting Act, such as the right to be told if information in your credit file has been used against you, the right to know what is in your credit file, the right to ask for your credit score, and the right to dispute incomplete or inaccurate information. Further, pursuant to the Fair Credit Reporting Act, the consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information; consumer reporting agencies may not report outdated negative information; access to your file is limited; you must give your consent for credit reports to be provided to employers; you may limit “prescreened” offers of credit and insurance you get based on information in your credit report; and you may seek damages from violators. You may have additional rights under the Fair Credit Reporting Act not summarized here. Identity theft victims and active duty military personnel have specific additional rights pursuant to the Fair Credit Reporting Act. We encourage you to review your rights pursuant to the Fair Credit Reporting Act by visiting www.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf, or by writing Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

For New York Residents: The Attorney General may be contacted at: Office of the Attorney General, The Capitol, Albany, NY 12224-0341; 1-800-771-7755; <https://ag.ny.gov/>.

For North Carolina residents: The Attorney General can be contacted at 9001 Mail Service Center, Raleigh, NC 27699-9001; 1-877-566-7226 or 1-919-716-6000; www.ncdoj.gov. You can obtain information from the Attorney General or the Federal Trade Commission about preventing identity theft.

For Washington, D.C. residents, the Attorney General can be contacted at Office of the Attorney General, 441 4th Street NW, Suite 1100 South, Washington, D.C. 20001, 202-727-3400, and www.oag.dc.gov.