

**WAYNE J.  
GRIFFIN ELECTRIC  
INC.**

March 20, 2008

VIA FEDEX & FACSIMILE (617-727-3265)

Honorable Martha Coakley  
Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

RE: Data Breach Notification

Dear Attorney General Coakley:

Please be advised that our company experienced a potential data breach that occurred when one of our Human Resources employees had their home broken into which involved a theft of personal items, along with a password protected company laptop computer and company health plan insurance invoices. The theft occurred over this past weekend. The Worcester city police department was alerted the same day as the theft and an investigation is underway. This breach affects a number of employees, including approximately 380 Massachusetts residents.

Of the 380 Massachusetts residents, 214 were listed on a laptop computer file which included employee names, social security numbers and dates of birth. The health insurance paper invoices listed employee names and social security numbers, although those numbers were identified as "sub. numbers" and not as "social security numbers." The invoices did not include any personal medical information, addresses or dates of birth. We plan to begin notifying the affected individuals in the next few days. A draft copy of the notification that will be sent to Massachusetts resident employees is attached.

As set forth in the attached letter, we have and continue to take steps to protect the security of the personal information. In addition to the credit report information attached to the letter, we plan to coordinate and pay for credit monitoring services for any employee who wishes to subscribe to same. Also, in addition to continuing to monitor this situation, we have contacted the vendor to have them change the employee information printed on their invoices and we are reexamining our current data privacy and security policies and procedures to find ways of reducing the risk of future data breaches. Should we become aware of any significant developments concerning this situation, we will inform you.

**Corporate Headquarters:**

116 Hopping Brook Road  
Holliston, MA 01746

Phone: (508) 429-8830  
Fax: (508) 429-7825

**Licenses:**

MA A8999  
NH 4223M  
VT EM3303  
CT 123697  
RI AC-00165  
ME MC60017598

**Regional Offices:**

296 Cahaba Valley Parkway  
Pelham, AL 35124

AL License 16318  
Phone: (205) 733-8848  
Fax: (205) 733-8107

3548 Bush St.  
Raleigh, NC 27609

NC License 16529U  
Phone: (919) 876-8834  
Fax: (919) 878-0724

1950 Evergreen Blvd.  
Suite 300  
Duluth, GA 30096

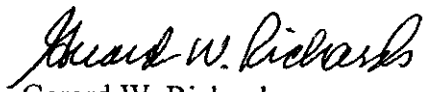
GA License EN213065  
Phone: (678) 417-9377  
Fax: (678) 417-9373

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If you require any additional information on this matter, please call me.

Sincerely,

WAYNE J. GRIFFIN ELECTRIC, INC.

A handwritten signature in cursive script that reads "Gerard W. Richards".

Gerard W. Richards  
Director of Operations

**[LETTERHEAD]**

[FIRST NAME] [LAST NAME]  
[STREET ADDRESS]  
[EXTENDED ADDRESS]  
[CITY], [STATE] [ZIP]

Dear [FIRST NAME],

This letter is to notify you of a recent potential, unauthorized access to your personal information, namely your name and social security number. Our concern for unauthorized access involves a password protected laptop computer with certain employee names, social security numbers, and dates of birth. Our situation also involves potential exposure of company documents which listed employee names and social security numbers, although those numbers were identified as "sub. numbers" and not "social security numbers." The paper documents did not include any personal medical information, addresses or dates of birth. The police were alerted concerning this incident and an investigation is underway.

We take the possibility of identity theft very seriously and, therefore, are sending this precautionary advisory. The purpose of this letter is to make you aware of this incident so that you can take steps to protect yourself, minimize the possibility of misuse of your information and mitigate any harm that could result. Based on what we know to date, we are not aware of any specific cases of misuse of personal information obtained in connection with the incident. We have prepared the attached sheet to provide you with additional information concerning steps you could take to protect your identity, credit and personal information. We apologize for this situation and any inconvenience it may cause you.

We treat all sensitive employee information in a confidential manner and are proactive in the careful handling of such information. We continue to assess and modify our privacy and data security policies and procedures to prevent similar situations from occurring. Due to the details of the potential exposure of information, we do not believe your information will be misused as a result of this incident. However, as a precaution, we are finalizing arrangements to provide you with credit monitoring services (at the company's cost) should you wish to use such a protective measure. Any employee who wishes to use such a service can call the Holliston, MA office at 1-800-421-0151 and talk with Sandy Crowe at extension 5251 or Mark Danielson at extension 5349 for assistance.

Again, we apologize for any inconvenience this incident may cause you or your family and we encourage you to take advantage of the resources we have provided to you to protect your personal information.

Sincerely,

Gerard W. Richards  
Director of Operations

PLEASE TURN PAGE FOR ADDITIONAL INFORMATION

## What You Should Do to Protect Your Personal Information

We recommend you remain vigilant and consider taking one or more of the following steps to protect your personal information:

1. Contacting the nationwide credit-reporting agencies as soon as possible to:
  - Add a security alert statement to your credit file at all three national credit-reporting agencies: Equifax, Experian, and TransUnion. You only need to contact one of the three agencies listed below; your request will be shared with the other two agencies. This security alert will remain on your credit file for 90 days.
  - Remove your name from mailing lists of pre-approved offers of credit for approximately six months.
  - Receive a free copy of your credit report by going to [www.annualcreditreport.com](http://www.annualcreditreport.com).

Equifax  
P.O. Box 740256  
Atlanta, GA  
(800) 525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 9554  
Allen, TX 75013  
(888) 397-3742  
[www.experian.com/consumer](http://www.experian.com/consumer)

TransUnion  
P.O. Box 2000  
Chester, PA 19022  
(800) 888-4213  
[www.transunion.com](http://www.transunion.com)

2. If you aren't already doing so, please pay close attention to all bills and credit-card charges you receive for items you did not contract for or purchase. Review all of your bank account statements frequently for checks, purchases or deductions not made by you. Note that even if you do not find suspicious activity initially, you should continue to check this information periodically since identity thieves sometimes hold on to stolen personal information before using it.
3. The Federal Trade Commission ("FTC") offers consumer assistance and educational materials relating to identity theft and privacy issues. The FTC can be contacted either by visiting [www.ftc.gov](http://www.ftc.gov), [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft), or by calling (877) 438-4338. If you suspect or know that you are the victim of identity theft, you can report this to the Fraud Department of the FTC, who will collect all information and make it available to law-enforcement agencies. Contact information for the FTC is:

Federal Trade Commission  
Consumer Response Center  
600 Pennsylvania Avenue  
NW Washington, DC 20580

4. You have the right to obtain a copy of the applicable police report relating to this incident. If you would like to request a security freeze be placed on your account, send all of the following (documentation for both the spouse and the victim must be submitted when requesting the spouse's credit report) to one or more of the credit-reporting agencies listed in item 1 above: full name, with middle initial and generation, such as JR, SR, II, III, etc.; Social Security number; date of birth (month, day and year); current address and previous addresses for the past two years. In addition, enclose one copy of a government issued identification card, such as a driver's license, state or military ID card, etc., and one copy of a utility bill, bank or insurance statement, etc. Make sure that each copy is legible (enlarge if necessary), displays your name and current mailing address, and the date of issue (statement dates must be recent). The fee for placing a security freeze on a credit report generally is \$5. If you are a victim of identity theft or spouse of a victim of identity theft and submit a valid investigative or incident report or complaint with a law enforcement agency or the Department of Motor Vehicles (DMV), the fee will be waived.