



Secure Processing Center  
P.O. Box 3826  
Suwanee, GA 30024

Postal Endorsement Line

<<Full Name>>

<<Address 1>>

<<Address 2>>

<<Address 3>>

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

<<Country>>

\*\*\*Postal IMB Barcode

<<Date>>

Subject: Notice of Data <<Breach or Security Incident>>

Dear <<Full Name>>:

The purpose of this communication is to notify you of a data security incident experienced by Manpower of Lansing MI, Inc. ("Manpower of Lansing") which may have affected your personal information. Manpower of Lansing takes the privacy and security of all information in its possession very seriously. That is why we are notifying you of the event and providing you with resources to help protect your information. We encourage you to read this letter carefully and follow the steps outlined below.

**What Happened?** On January 20, 2025, we experienced an IT outage that disrupted access to certain local systems. After detecting and promptly containing the incident, we launched an investigation with the support of external cybersecurity experts to learn more about the scope of the incident and any impact to data. Through that investigation, we learned of information suggesting that an unknown actor gained unauthorized access to our network between December 29, 2024 and January 12, 2025 and potentially acquired certain files, some of which may have contained certain individuals' personal information. On or about July 28, 2025, Manpower of Lansing learned that your personal information may have been involved in connection with the incident which is the reason for this notification.

**What Information Was Involved?** We believe that the information involved in this incident may have included your name along with your <<Breached Elements>>.

**What We Are Doing.** As soon as we discovered this incident, we launched an investigation and took steps to secure our IT environment, including implementing enhanced security measures to help prevent a similar incident from occurring in the future. Manpower of Lansing also notified the Federal Bureau of Investigation and will provide whatever cooperation is necessary to hold the perpetrator(s) of the incident accountable.

In addition, Manpower of Lansing is offering you the opportunity to enroll in complimentary Equifax credit monitoring and identity theft protection services through Equifax, a data breach and recovery services expert. Equifax Credit Watch™ Gold protection services include: <<12/24>> months of credit monitoring, daily access to your Equifax credit report, WebScan notifications, fraud alerts, fully managed identity theft recovery services, and a \$1,000,000 insurance reimbursement policy.

To enroll in monitoring services, please visit [www.equifax.com/activate](http://www.equifax.com/activate) and use the Enrollment Code <<ActivationCode>>. Please note the deadline to enroll is <<Enrollment Deadline>>.

**What You Can Do.** We encourage you to enroll in the complimentary credit protection services we are offering. With this protection, Equifax can help you resolve issues if your identity is compromised. Please also review the guidance at the end of this letter which includes additional resources you may utilize to help protect your information.

**For More Information.** If you have any questions regarding this incident or need assistance, representatives are available for 90 days from the date of this letter between 9:00 am to 9:00 pm Eastern Time, Monday through Friday, excluding major U.S. holidays. If you have any questions, please call 855-374-7054. Representatives are fully versed on this incident and can help answer questions you may have regarding the protection of your information.

Please accept our sincere apologies and know that we deeply regret any worry or inconvenience that this may cause you.

Very truly yours,

Kristi E. Bernhardt, CPA  
VP of Finance & Administration  
Manpower of Lansing, MI Inc.  
741 N. Cedar St.  
Lansing, MI 48906

## Steps You Can Take to Help Protect Your Personal Information

**Review Your Account Statements and Notify Law Enforcement of Suspicious Activity:** As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and 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 also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (the “FTC”).

**Copy of Credit Report:** You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting [www.annualcreditreport.com/](http://www.annualcreditreport.com/), 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 also can contact one of the following three national credit reporting agencies:

Equifax  
P.O. Box 105851  
Atlanta, GA 30348  
1-800-525-6285  
[www.equifax.com](http://www.equifax.com)

Experian  
P.O. Box 9532  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com](http://www.experian.com)

TransUnion  
P.O. Box 2000  
Chester, PA 19016  
1-833-799-5355  
[www.transunion.com/get-credit](http://www.transunion.com/get-credit)

**Fraud Alert:** You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least one year. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at [www.annualcreditreport.com](http://www.annualcreditreport.com). For TransUnion: [www.transunion.com/fraud-alerts](http://www.transunion.com/fraud-alerts).

**Security Freeze:** You have the right to put a security freeze on your credit file for up to one year at no cost. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement. For TransUnion: [www.transunion.com/credit-freeze](http://www.transunion.com/credit-freeze).

**Additional Free Resources:** You can obtain information from the consumer reporting agencies, the FTC, or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state.

Federal Trade Commission  
600 Pennsylvania Ave, NW  
Washington, DC 20580  
<https://consumer.ftc.gov>  
877-438-4338

Maryland Attorney General  
200 St. Paul Place  
Baltimore, MD 21202  
[www.marylandattorneygeneral.gov/Pages/CPD](http://www.marylandattorneygeneral.gov/Pages/CPD)  
888-743-0023

Oregon Attorney General  
1162 Court St., NE  
Salem, OR 97301  
[www.doj.state.or.us/consumer-protection](http://www.doj.state.or.us/consumer-protection)  
877-877-9392

California Attorney General  
1300 I Street  
Sacramento, CA 95814  
[www.oag.ca.gov/privacy](http://www.oag.ca.gov/privacy)  
800-952-5225

New York Attorney General  
The Capitol  
Albany, NY 12224  
<https://ag.ny.gov>  
800-771-7755

Rhode Island Attorney General  
150 South Main Street  
Providence, RI 02903  
[www.riag.ri.gov](http://www.riag.ri.gov)  
401-274-4400

Iowa Attorney General  
1305 E. Walnut Street  
Des Moines, Iowa 50319  
[www.iowaattorneygeneral.gov](http://www.iowaattorneygeneral.gov)  
888-777-4590

NY Bureau of Internet and Technology  
28 Liberty Street  
New York, NY 10005  
[www.dos.ny.gov/consumerprotection/](http://www.dos.ny.gov/consumerprotection/)  
212-416-8433

Washington D.C. Attorney General  
400 S 6th Street, NW  
Washington, DC 20001  
<https://oag.dc.gov/consumer-protection>  
202-442-9828

Kentucky Attorney General  
700 Capitol Avenue, Suite 118  
Frankfort, Kentucky 40601  
[www.ag.ky.gov](http://www.ag.ky.gov)  
502-696-5300

North Carolina Attorney General  
9001 Mail Service Center  
Raleigh, NC 27699  
<https://ncdoj.gov/protectingconsumers/>  
877-566-7226

You also have certain rights under the Fair Credit Reporting Act (“FCRA”): These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit [www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf](http://www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf).