

CIPRIANI & WERNER

A PROFESSIONAL CORPORATION

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March 20, 2026

Via Email

Office of the Attorney General
Consumer Protection Bureau
33 Capitol Street
Concord, NH 03301
DOJ-CPB@doj.nh.gov

RE: Preliminary Notification of Data Breach

To Whom It May Concern:

We serve as counsel for Normandin, Cheney & O'Neil, PLLC ("NCO") located at 213 Union Ave., Laconia, NH 03246. We write to provide preliminary notification of a data breach. By providing this notice, NCO does not waive any rights or defenses under New Hampshire law, including the data breach notification statute.

On December 24, 2025, NCO experienced unusual activity on its network and immediately began an investigation. The investigation determined there was unauthorized access to a portion of NCO network between December 20, 2025 and December 24, 2025, and that certain information may have been copied. Therefore, NCO continues working with third-party specialist to conduct a comprehensive review of the information to notify potentially affected individuals. As the review is ongoing, NCO has not confirmed the specific number of New Hampshire residents affected; however, in a preliminary review, NCO identified 12 New Hampshire residents for whom Social Security number and/or driver's license number may have been impacted.

On March 11, 2025, NCO began providing notice to the potentially impacted individuals via a U.S. mail. A copy of the notice letter is attached as **Exhibit A**. NCO will supplement this preliminary notification once the data review and notice obligations are completed.

Very truly yours,

CIPRIANI & WERNER, P.C.

By:



Michael J. Bonner, Esq.

EXHIBIT A

A. Gerard O'Neil, Jr.
Robert A. Dietz, Of Counsel
James F. LaFrance
Regina A. Nadeau, Of Counsel
William D. Woodbury
Kaitlin M. O'Neil
Ethan G. Wood*
Elizabeth A. Lahey
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F.E. Normandin 1890-1967
F.A. Normandin 1909-1967
Thomas P. Cheney 1918-1970
A. Gerard O'Neil 1923-2000
Paul L. Normandin - 1931-2014
John D. O'Shea, Jr. - Retired
Philip P. Bonafide - Retired
Donna L. Depoian - Retired

* also licensed in MA

<FirstName> <LastName>
<Address1>
<Address2>
<City><State><Zip>

[date]

Dear <<First Name>> <<Last Name >>:

We are writing to notify you of an incident at Normandin, Cheney & O'Neil that may affect the privacy of your information. This letter includes information about the incident, our response, and resources we are making available to you.

On December 24, 2025, we identified unusual activity in our network. Our investigation determined there was unauthorized access to a portion of our network between December 20, 2025 and December 24, 2025, and that certain information may have been copied. We proceeded to review the contents of the network to determine what types of information had been accessed. We recently completed our initial review and began confirming address information to mail notice letters. The information our review identified may have included your name and the following: [data elements].

In response to this incident, we notified law enforcement, conducted a thorough investigation, changed network passwords, and reviewed our policies and procedures. In an abundance of caution, we are providing you access to free credit monitoring and identity protection services. We encourage you to enroll in the services we are making available to you. Information about how to enroll in these services along with additional resources available to you are included in the enclosed *Steps You Can Take to Protect Your Information*. We also encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your credit reports/account statements for suspicious activity and to detect errors. [Variable Text].

We understand you may have questions about this incident. You may contact us directly at [Contact Number]. Please ask to speak with Ethan Wood regarding this matter. You may also write to us at 213 Union Ave, Laconia, NH 03246.

We sincerely regret any concern this incident may cause you. The privacy and security of your information is important to us, and we will continue to take steps to protect information in our care.

Sincerely,

William D. Woodbury, Member
Normandin, Cheney & O'Neil, PLLC

STEPS YOU CAN TAKE TO PROTECT YOUR INFORMATION

Enroll in Credit Monitoring/Identity Protection

In response to the incident, we are providing you with access to credit monitoring and identity protection services at no charge. These services provide you with alerts for 12 months from the date of enrollment when changes occur to your credit file. This notification is sent to you the same day that the change or update takes place with the bureau. These services will be provided by Cyberscout, a TransUnion company.

To enroll in credit monitoring services at no charge, please log on to <https://bfs.cyberscout.com/activate> and follow the instructions provided. When prompted please provide the following unique code to receive services: [enrollment code]. In order for you to receive the monitoring services described above, you must enroll within 90 days from the date of this letter. The enrollment requires an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

Monitor Your Accounts

Under U.S. law, you are entitled to one free credit report annually from each of the three major credit reporting bureaus, TransUnion, Experian, and Equifax. To order your free credit report, visit www.annualcreditreport.com or call 1-877-322-8228. Once you receive your credit report, review it for discrepancies and identify any accounts you did not open or inquiries from creditors that you did not authorize. If you have questions or notice incorrect information, contact the credit reporting bureau.

You have the right to place an initial or extended fraud alert on a credit file at no cost. An initial fraud alert is a one-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert, 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 lasting seven years. Should you wish to place a fraud alert, please contact any of the three credit reporting bureaus listed below.

As an alternative to a fraud alert, you have the right to place a credit freeze on a credit report, which will prohibit a credit bureau from releasing information in the credit report without your express authorization. The credit 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 credit freeze 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 credit freeze on your credit report. To request a credit freeze, you will need to provide the following information:

1. Full name (including middle initial as well as Jr., Sr., III, etc.);
2. Social Security number;
3. Date of birth;
4. Address for the prior two to five years;
5. Proof of current address, such as a current utility or telephone bill;
6. A legible photocopy of a government-issued identification card (e.g., state driver's license or identification card); and
7. A copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft, if you are a victim of identity theft.

Should you wish to place a fraud alert or credit freeze, please contact the three major credit reporting bureaus listed below:

<p>TransUnion 1-800-680-7289 www.transunion.com</p> <p>TransUnion Fraud Alert P.O. Box 2000 Chester, PA 19016-2000</p> <p>TransUnion Credit Freeze P.O. Box 160 Woodlyn, PA 19094</p>	<p>Experian 1-888-397-3742 www.experian.com</p> <p>Experian Fraud Alert P.O. Box 9554 Allen, TX 75013</p> <p>Experian Credit Freeze P.O. Box 9554 Allen, TX 75013</p>	<p>Equifax 1-888-298-0045 www.equifax.com</p> <p>Equifax Fraud Alert P.O. Box 105069 Atlanta, GA 30348-5069</p> <p>Equifax Credit Freeze P.O. Box 105788 Atlanta, GA 30348-5788</p>
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Additional Information

You can further educate yourself regarding identity theft, fraud alerts, credit freezes, and the steps you can take to protect your personal information by contacting the credit reporting bureaus, the Federal Trade Commission (FTC), or your state Attorney General. The FTC also encourages those who discover that their information has been misused to file a complaint with them. The FTC may be reached at 600 Pennsylvania Ave. NW, Washington, D.C. 20580; www.identitytheft.gov; 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261.

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, your state Attorney General, and the FTC. This notice has not been delayed by law enforcement.