

Subject: FW: Fields Auto Group – Vendor Addendum/Risk Assessment – Action Required XTIME
From: "Jane Copeland" <jane@apinet.com>
Date: 6/8/23, 1:24 PM
To: <privacy@coxautoinc.com>

To whom it may concern,

The Fields Auto Group has made multiple requests to members of your individual organizations asking them to complete the GLB Addendum and Risk Assessment. To date the majority of these people have not responded in any manner to our requests. I attach the request for XTIME and respectfully ask that you complete this and return it to us as soon as possible.

In the event you have a standard data privacy document which for XTIME which you would prefer to submit, please feel free to do so.

Thanks you for your prompt attention to this matter.

**Best wishes,
Jane Copeland**

Hello,

As a valued vendor of the Fields Auto Group family of dealers, we need to ensure our vendors are in compliance with the new Federal Trade Commission's GLB Safeguards Act revisions set to go into effect on June 9th, 2023.

These revisions require us, a Dealer designated as a financial institution, to ensure our vendors are in compliance with these new guidelines. We have developed an addendum to existing Vendor Service Agreements and a Risk Assessment for this purpose. These two documents are prepopulated with the Fields Auto Group stores you provide products and services to.

A qualified individual from your company must complete and submit the Addendum and Risk Assessment. If you are not the qualified individual to complete these documents, please forward this email to that person as soon as possible.

We sincerely appreciate your attention to this request. We are committed to the security and privacy of our customers personal information and look forward to working with our vendors to ensure it remains a top priority. The unique links for your digital documents can be found below.

Vendor Addendum: <https://comserver.apinet.com/fields-compliance/?d=qnrngn>

Risk Assessment: <https://comserver.apinet.com/fields-compliance/risks/?d=qnrngn>

Please don't hesitate to reach out with any questions you have.

Sincerely,
Robert Oteri



Robert Oteri
Security Planning Team

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