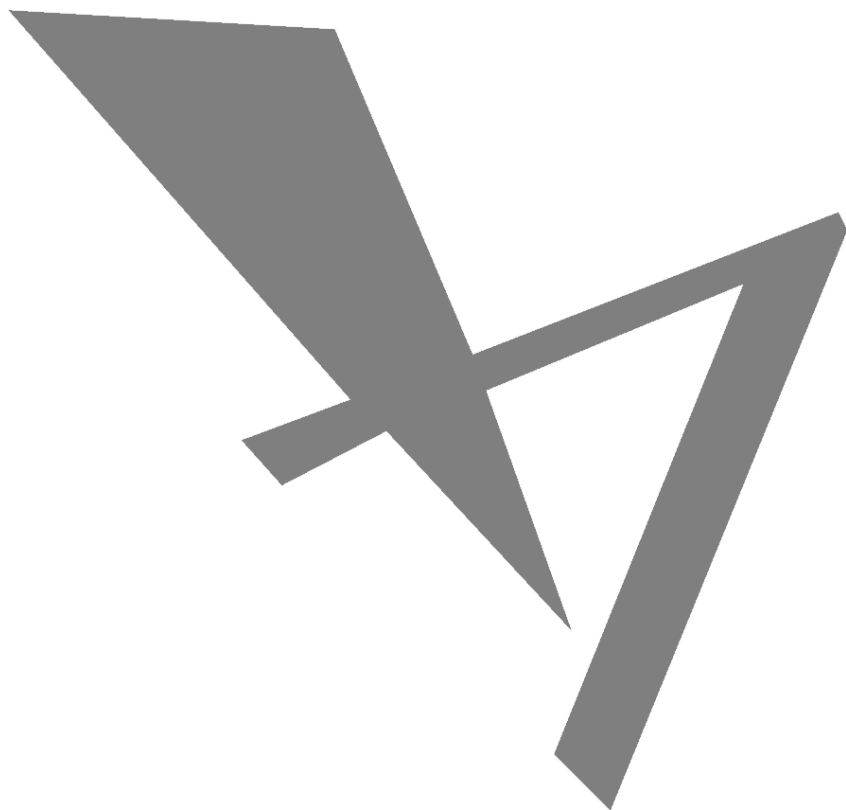


# AESBUS PRIVACY CENTER

## PRIVACY NOTICE — GDPR

JUNE 22, 2021



DATA COLLECTION & USE



MARKETING



DATA PROTECTION RIGHTS



WEBSITE COOKIES



PRIVACY NOTICE UPDATES



CONTACT INFORMATION

# PRIVACY NOTICE — GDPR

If you live in a region or country to which the EU General Data Protection Regulation (GDPR) applies, this Privacy Notice will explain how Aesbus uses the personal data we collect from you when you use our website or otherwise provide us with your personal data.

## Data Collection

Aesbus collects the following data:

- Name
- Company name
- Physical address
- Email address
- Phone number
- IP address
- Financial institution and payment information (if applicable)

## How We Collect Your Data

You directly provide Aesbus with most of the data we collect. We collect data and process data when you:

- Register online or submit an inquiry, request, or order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our messageboards or via email.
- Use or view our websites via your browser's cookies.
- Submit a resume, job application, or other employment inquiry or request.

Aesbus may also receive your data indirectly from the following sources in the course of:

- Providing services to our clients.
- Conducting business with partner companies.
- Processing business transactions with service providers and other third parties.

## How We Use Your Data

Aesbus collects your data so that we can:

- Process your inquiry, request, or order.
- Manage your account with us.
- Email you with proposals or information regarding Aesbus service offerings relevant to your organization.
- Comply with applicable employment and other laws and regulations that require collection and retention of personal data.

Aesbus may share your data with clients for purposes of matching your skills and background with client needs or with our partner companies so that they may offer you their products and services.

When Aesbus processes your inquiry, request, or order, we may send your data to, and also use the resulting information from, credit-reference agencies to prevent fraudulent business transactions.

## How We Store Your Data

Aesbus securely stores your data on our servers and/or on the cloud. Aesbus uses a combination of administrative, technical, and physical safeguards to protect your personal information and data, involving Company-wide participation, training, and implementation, and depending on the nature of the personal data and extent to which it is processed. We also ensure that any service providers and partners with whom we share personal information have similar safeguards to help keep your personal information secure.

Aesbus will keep your personal data for the time we do business together or as otherwise legally required. Once this time period has expired, we will delete your data.

## Marketing

Aesbus would like to send you information about our products and services that may be of interest to you or relevant to your organization, as well as those of our partner companies.

- If you have agreed to receive Aesbus marketing, you may always opt out at a later date.
- You have the right at any time to stop Aesbus from contacting you for marketing purposes.
- If you no longer wish to be contacted for marketing purposes, please feel free to contact us at [aesbus.privacy@aesbus.com](mailto:aesbus.privacy@aesbus.com).

## Your Data Protection Rights

Aesbus would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- **The right to access** — You have the right to request Aesbus for copies of your personal data. We may charge you a small fee for this service.
- **The right to rectification** — You have the right to request that Aesbus correct any information you believe is inaccurate. You also have the right to request Aesbus to complete information you believe is incomplete.
- **The right to erasure** — You have the right to request that Aesbus delete your personal data, under certain conditions.
- **The right to restrict processing** — You have the right to request that Aesbus restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** — You have the right to object to Aesbus' processing of your personal data, under certain conditions.
- **The right to data portability** — You have the right to request that Aesbus transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please feel free to contact us at [aesbus.privacy@aesbus.com](mailto:aesbus.privacy@aesbus.com).

# Website Cookies

Cookies are text files placed on your computer to collect standard Internet log information and website visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

## Use of Cookies

Aesbus uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in.
- Understanding how you use our website.
- Ensuring that the website responds properly.
- Delivering relevant content.

## Different Types of Cookies

There are a number of different types of cookies; however, our website uses:

- **Functionality** — Aesbus uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** — Aesbus uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Aesbus sometimes shares some limited aspects of this data with third-parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

## Managing Cookies

Our website includes a Cookie Opt-In Consent Banner, which means our website visitors have to actively give their permission to accept cookies.

You can also use your browser tools and settings to not accept cookies or to remove them from your browser. However, in a few cases, some of our website features may not function as a result.

## Privacy Policies of Other Websites

The Aesbus website contains links to other websites. This Privacy Notice applies only to our website, so if you click on a link to another website, you should read their privacy policy.

## Changes to Our Privacy Notice

Aesbus keeps this Privacy Notice under regular review and places any updates on this webpage. This Privacy Notice was last updated in June 2021.

## How to Contact Us

If you have any questions about this Privacy Notice, the data we hold on you, or you would like to exercise one of your data protection rights, please feel free to contact us at [aesbus.privacy@aesbus.com](mailto:aesbus.privacy@aesbus.com).

# How to Contact the Appropriate Authority

Should you wish to report a complaint or if you feel that Aesbus has not addressed your concern in a satisfactory manner, you may contact your national Data Protection Authority (DPA). For information on how to contact your DPA, please see links below:

## European Union

[https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens/redress/what-should-i-do-if-i-think-my-personal-data-protection-rights-havent-been-respected\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens/redress/what-should-i-do-if-i-think-my-personal-data-protection-rights-havent-been-respected_en)

If you live in the United Kingdom, information on how to report a complaint may be found at:

<https://ico.org.uk/make-a-complaint/>