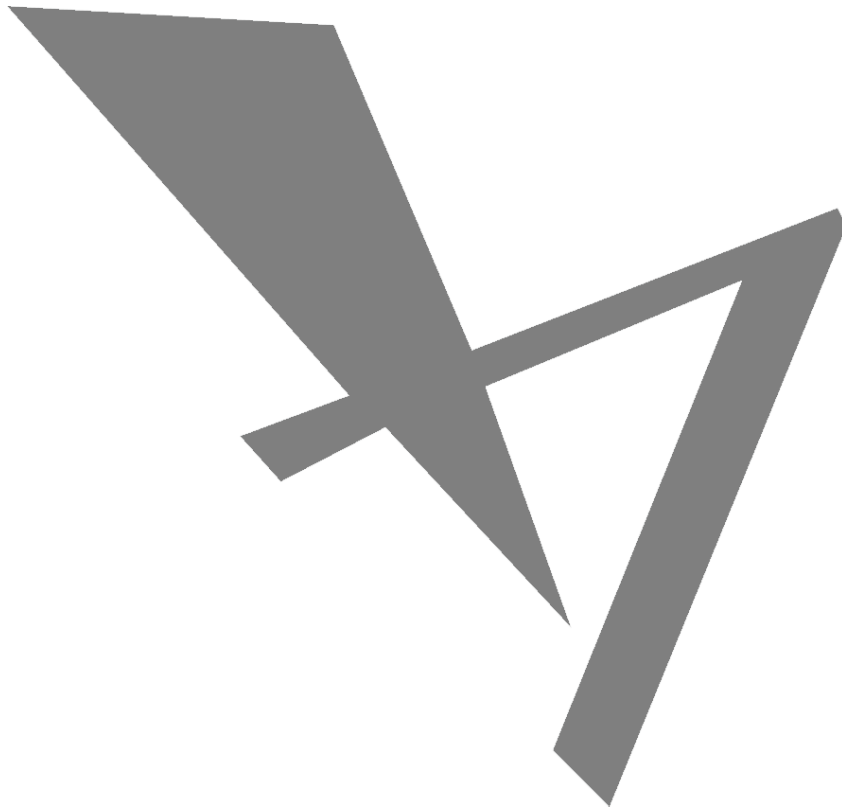


# AESBUS PRIVACY CENTER

## PRIVACY NOTICE — GENERAL

JUNE 22, 2021



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# PRIVACY NOTICE — GENERAL

The Aesbus Privacy Notice describes the privacy practices of Aesbus, including how we collect, use, share, and protect your personal information. If you are a resident of a country or region to which the European Union General Data Protection Regulation (GDPR) applies, please refer to the [Aesbus Privacy Center: Privacy Notice – GDPR](#).

This Privacy Notice is applicable to personal information we have about you. This is information or data that identifies, relates to, describes, can be associated with, or could reasonably be used to identify you individually. It includes information specific to you, such as your name, address, and email address, as well as more general information such as demographics, device, and location data.

This notice is applicable to all of the personal information we collect and use, such as personal information provided or obtained when you utilize or access our websites, contact forms, or apps, or communicate with Aesbus by way of email, phone call, text, social media, or in-person contact.

Please note that Aesbus may transfer your personal information across national borders and to other countries where Aesbus and its partners operate, including the United States. The privacy protections and rights of authorities to access your information in these countries may not be equivalent to those in your country. We will only transfer your personal information to these countries where permitted to do so by law and we will take steps intended to ensure that your personal information continues to receive appropriate protections. For more information, please see the section “Does Aesbus transfer my personal information across national borders?”

If you provide us with personal information pertaining to other individuals, you must be legally permitted to share the personal information with Aesbus.

## Summary of Key Points

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Where your consent is required, Aesbus will obtain your permission before (a) sending you sales and promotional material about Aesbus; (b) accessing information stored on your device relating to your use of, and engagement with, Aesbus' websites, contact forms, and apps; and (c) analyzing your content. You can withdraw your consent to such activities at any time.

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This Privacy Notice explains when we process personal information for our legitimate business interests. You can ask us to stop processing this information.

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We use cookies and other technologies to track the use of Aesbus' websites, contact forms, and apps. There are several places within our websites, contact forms, and apps that allow you to log in, post comments, upload/download files, or submit content. If you are using our websites in a browser, this information is also available in our Cookies Policy.

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# What information does Aesbus collect about me?

Our goal at Aesbus is to collect only the personal information needed to conduct our business and provide our customers with excellent service.

When you complete and submit a customer contact form at Aesbus' websites, Aesbus collects information that identifies you. This may include:

- Name
- Company name
- Email address
- Telephone number
- Address
- Country
- Types of services or products of interest
- Content of customer support communications

We collect information about how you use our websites, including when you use a desktop, mobile device, browser type, etc. It may include:

- IP address
- Type of browser and device
- Webpage that led you to an Aesbus website
- Search terms entered into a search engine which lead you to an Aesbus website
- Use and navigation of websites, contact forms, and apps (collected through cookies and similar technologies, or by hosting servers)
- Analysis of your content (e.g., documents and direct feedback from you) which is sent or received using an online feature of a website

When you submit a resume, job application, or document containing similar information, we collect information that identifies you. This may include:

- Name
- Previous employers
- Email address
- Telephone number
- Address and previous addresses
- Country
- Educational achievements

## How does Aesbus use the information it collects about me?

Aesbus uses the information we collect about you only when we have a valid legal basis for doing so and for the following purposes:

- Taking steps linked to a potential business engagement.
- Responding to communications from you.
- Providing information on services or products that you have requested.
- Creating, administering, and conducting transactions related to your account.
- Marketing and advertising services from Aesbus.
- Facilitating or verifying appropriate calculation of local, state, or federal taxes.
- Protecting you and others from fraudulent, deceptive, malicious, or other illegal activity.
- Assuring compliance with other agreements, policies, or terms and conditions.
- Conducting market research for development of new services and business opportunities.
- Defending Aesbus against claims or litigation.

## Does Aesbus share my personal information?

**Sharing With Other Data Controllers:** We will share your personal information with other third-party data controllers. The types of third parties your information may be shared with include: fraud monitoring and prevention providers, (with your consent, if required). Third-party data controllers may also use Aesbus services to collect and process your personal information. If you are using an email address that is associated with a business domain (e.g., yourname@businessname.com) to access Aesbus' websites, we may provide your personal information.

**Sharing for Fraud Prevention, Safety and Security Purposes, Data Processors:** We will also share your personal information with companies that help us run our business by processing personal information on behalf of Aesbus for the purposes identified above. Such companies include providers of customer support services, payment processing services, fraud monitoring and prevention email, social media, and other marketing platforms and service providers, and hosting services. We require these companies to protect your personal information consistent with this Privacy Policy.

**Other Information Sharing:** Aesbus may also share your personal information when:

- You agree to the sharing.
- We have a good faith belief that we are required to provide information in response to a subpoena, court order, or other applicable law or legal process (learn more), or to respond to an emergency involving the danger of death or serious bodily harm.
- If we merge with or are acquired by another company, sell an Aesbus website, app, or business unit, or if all or a substantial portion of our assets are acquired by another company, your information will likely be disclosed to our advisers and any prospective purchaser's advisers and will be one of the assets that is transferred to the new owner.
- We may share or publish aggregate information that doesn't specifically identify you, such as statistical information about visitors to our websites.

## Does Aesbus transfer my personal information across national borders?

The main locations where we process your personal information are the U.S., but we also transfer personal information to other countries in the world where our services or products are available. We carry out these transfers in compliance with applicable laws – for example, by putting data transfer agreements in place to help protect your personal information.

## Does Aesbus allow withdrawing consent or otherwise objecting to direct marketing?

Aesbus and companies we hire to help market our services or products on our behalf may use your information to provide you with information and offers related to Aesbus.

Where we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your information for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate business interests. You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time.

## How long does Aesbus retain my personal information?

We retain your personal information only as long as required to fulfill the business purposes for which it was obtained, as described in this Privacy Notice, or as may be required by law for accounting, tax, contractual, or other legal purposes.

When you complete and submit a contact form at an Aesbus website, we process and keep most personal information we have about you for as long as you are an active user of our services or products. However, we typically retain personal information related to our contract and business transactions with you for four to seven years after your last business interaction with us, depending on the nature of the data retained and the type of interaction involved.

Where we process personal information for marketing purposes or with your consent, we process the information until you ask us to stop and for a short period after this (to allow us to implement your requests). We also keep a permanent record of the fact that you have asked us not to send you direct marketing or to process your information so that we can respect your request in future.

## What choices and rights do I have regarding my personal information?

We offer you the ability to access, correct, prevent the processing of, and delete your personal data. Aesbus does not sell your personal data as that term is defined under California or Nevada law. You can access your personal information by submitting a request here (add link). You can request to see specific items of personal information, as well as the categories of information we have collected, the business purpose for collecting the information, the sources from which personal information is obtained, the types of third parties we share personal information with, and the categories of personal information we may disclose for business purposes or legal purposes.

You may also request that we delete your personal data by submitting a request here (add link). We may not delete all of your data, including, by way of example, data necessary to comply with laws, bill you for services, or detect security problems.

In order to protect your privacy, we will only provide access to your personal information or comply with your request for deletion upon verification of your identity. If you are unable to verify your identity, we will not provide access or delete your information.

## How does Aesbus protect my personal information?

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.



## Changes to Our Privacy Notice

Occasionally, we may update this Privacy Notice (or other documents in the Aesbus Privacy Center) to allow Aesbus to accommodate new technologies, industry practices, regulatory requirements or for other purposes. If we do, we will change the "last updated" date at the top of this Privacy Policy and the revised policy will be posted to this page so that you are aware of the information we collect, how we use it, and under what circumstances we may disclose it. We encourage you to periodically review the Aesbus Privacy Center for the latest information on our privacy practices.

## How to Contact Us

If at any time, you have questions or concerns about this Privacy Notice or believe that we have not adhered to this Privacy Notice, please feel free to contact us at [aesbus.privacy@aesbus.com](mailto:aesbus.privacy@aesbus.com).