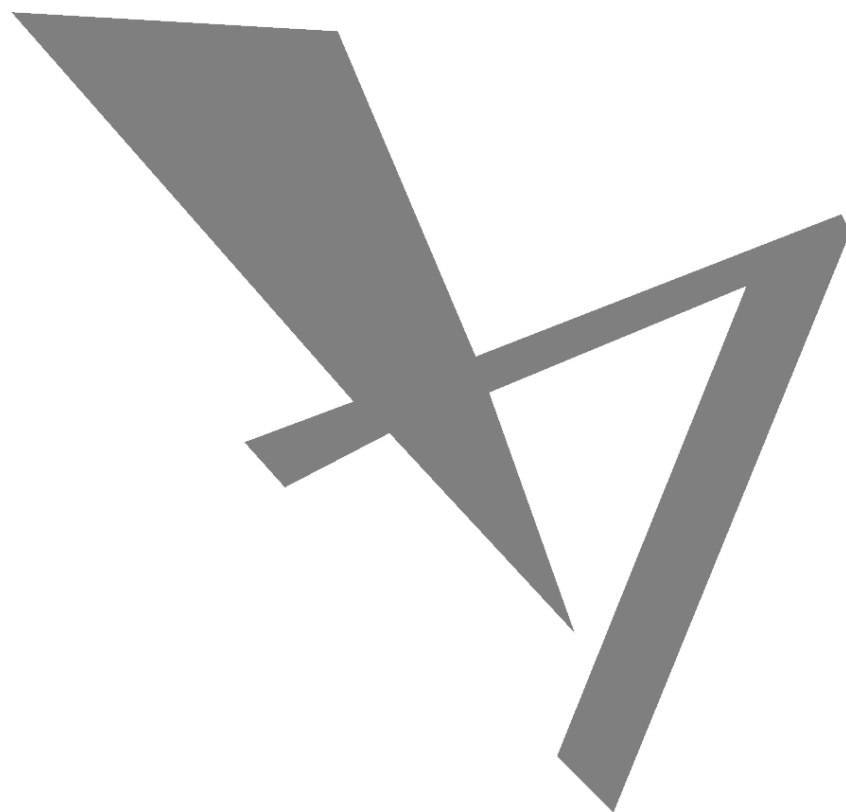


# AESBUS PRIVACY CENTER

## PRIVACY NOTICE — GENERAL

JANUARY 01, 2023



PII DATA COLLECTION

SHARING OF PII DATA

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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 (EU) General Data Protection Regulation (GDPR)** applies, please refer to the **Aesbus Privacy Center: Privacy Notice – GDPR** .

This Privacy Notice is applicable to **Personally Identifiable Information (PII)** 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.

The scope of this Privacy Notice includes all of the PII data we collect and use, such as PII data 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 PII data 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 PII data to these countries where permitted to do so by law and we will take steps intended to ensure that your PII data continues to receive appropriate protections. For more details, please see the section [“PII Data Transfer Across National Borders.”](#)

If you provide us with PII data 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 Personally Identifiable Information (PII) 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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# PII Data Collection

Our goal at Aesbus is to collect only the Personally Identifiable Information (PII) needed to conduct our business and provide our customers with excellent service.

## Information That Aesbus Collects about You

When you complete and submit a customer contact form at Aesbus' websites, Aesbus collects personal 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 may 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 Aesbus Uses the Information It Collects About You

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.

## Sharing of PII Data

Aesbus may share your Personally Identifiable Information (PII) only when authorized and only if the recipient has an official need to know, and/or the person whose PII is being shared consents to the sharing.

### Sharing With Other Data Controllers

We will share your PII 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 PII data. 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 PII data.

### Sharing for Fraud Prevention, Safety and Security Purposes, Data Processors

We will also share your PII data with companies that help us run our business by processing PII data on behalf of Aesbus for the purposes identified above. Such companies include providers of customer support services, payment processing services, healthcare services, fraud monitoring and prevention, email, social media, marketing platforms, and hosting services. We require these companies to protect your PII data consistent with this Privacy Policy.

### Other Information Sharing

Aesbus may also share your PII data 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.

## PII Data Transfer Across National Borders

The main locations where we process your Personally Identifiable Information (PII) are the United States, but we also transfer PII 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 PII.

## Withdrawal of Direct Marketing Consent

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

## PII Data Retention

We retain your PII 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 PII we have about you for as long as you are an active user of our services or products. However, we typically retain PII 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 PII 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.

## Your PII Data Rights

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

You may also request that we delete your PII data by submitting a request here at [aesbus.privacy@aesbus.com](mailto:aesbus.privacy@aesbus.com). 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 PII 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.

## PII Data Protection

Aesbus uses a combination of administrative, technical, and physical safeguards to protect your PII and business-related data, involving Company-wide participation, training, and implementation, and depending on the nature of the PII and extent to which it is processed. We also ensure that any service providers and partners with whom we share PII have similar safeguards to help keep your PII 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 as noted on the cover page of this Privacy Notice and the revised Notice 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).