# AESBUS PRIVACY CENTER PRIVACY NOTICE — SITES

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# PRIVACY NOTICE — SITES

Part of the operation of the Aesbus Company, along with its affiliated international business entity "Aesbus Mexico" websites, found at https://www.aesbus.com, https://www.callqualityevaluations.com, and other websites as may be modified from time to time (collectively, the "Sites") includes the gathering of certain types of information about Aesbus users and their companies.

Because we understand that your privacy is important to you, we would like to explain the types of information we gather and the way in which we use it. This Privacy Notice ("Privacy Notice — Sites") applies to the Sites operated by Aesbus and any affiliated or related business entities of Aesbus that it has at any time, all of which are included in references to "Aesbus" in this document. It does not necessarily apply to information collected by Aesbus by means other than through the Sites. It does not necessarily apply to information collected by Aesbus by means other than through the Sites.

You may have entered into a separate agreement with Aesbus governing your access to and use of certain functions and features of particular Sites. If so, this Privacy Notice will still apply, but that separate agreement will control in the event of any inconsistencies with any provisions of this Privacy Notice.

## Data Collection

This Privacy Notice covers two types of information gathered at Aesbus: personal information and aggregated data.

#### Personal Information

"Personal information" refers to data you voluntarily provide in connection with use of the Sites that identifies you and/or the company on whose behalf you are accessing and using the Sites. Personal information includes such identifying information as your name, physical address, e-mail address, phone number, company affiliation. For example, you might provide personal information when you submit an application for employment or resume, or when you submit information to us in a contact form.

#### Aggregated Data

"Aggregated data" refers to general information regarding visitors and users of the Sites that relates to use of the Sites, e.g., traffic patterns, number of visits to certain sections or pages, visits from other websites or to third-party websites linked to Aesbus' Sites, use of particular services and information or features of Aesbus or other parties made available through or found at the Sites.

#### **GDPR**

For more information regarding our treatment and retention of your personal information and your rights regarding Aesbus' use and retention of that information, please see <u>Aesbus Privacy Center: Privacy Notice – GDPR</u>. If you live in a country or region to which the **European Union (EU) – General Data Protection Regulation (GDPR)** applies, you may be entitled to additional information and have further rights regarding access and control of your personal information. Please see <u>Aesbus Privacy Center: Privacy Notice – GDPR</u> for a description of your rights regarding your personal information.

# Use of Personally Identifiable Information(PII)

Aesbus is committed to protecting the privacy of all of its users. We understand that your **Personally Identifiable Information (PII)** and, if applicable, the non-public information about the company you represent is sensitive and private data. Aesbus may collect and use PII data that you submit at the Sites in any manner that is consistent with uses stated in this Privacy Notice or disclosed elsewhere on the Sites at the point you submit such PII data.

Except as expressly stated in this Privacy Notice, Aesbus will never willfully disclose or make PII about you available to any third party without first having provided you notice in this Privacy Notice or receiving your permission at the time you submit the PII. Aesbus may share PII data with third parties, in connection with its business, in order to facilitate proper and beneficial use of services, products, or other features offered at these Sites. Aesbus may also use PII data to contact you to keep you informed of current and future products, services and other opportunities Aesbus provides.

PII data that Aesbus may use may be collected at the Sites, among other ways (a) if user login is ever required; (b) if you choose to submit PII when completing a contact form or making an e-mail inquiry at the Sites; (c) through submission of a resume or application for employment.

PLEASE DO NOT REQUEST ANY SUCH COMMUNICATIONS ON BEHALF OF AN INDIVIDUAL OR COMPANY IF YOU ARE NOT AUTHORIZED TO MAKE THE REQUEST AND THE RECIPIENT OF THE COMMUNICATIONS DOES NOT WANT YOU TO DISCLOSE THE REQUESTED INFORMATION.

# Disclosure of Personally Identifiable Information (PII) to Third Parties

Aesbus may share your Personally Identifiable Information (PII) in any of the following circumstances:

- If you request a bid for services at the Sites, Aesbus may disclose such PII to any third-party service provider Aesbus uses or may use to fulfill any services in connection with such project on which a bid is given.
- Aesbus may share your PII to third-party suppliers in connection with services such third parties provide under an agreement with Aesbus, e.g., for handling communications such as e-mail newsletters or other communications. In this case, such third party will be restricted to using your PII only as directed by Aesbus and only in connection with the business of Aesbus.
- In connection with any other feature, service, or submission you make at the Sites. If you are participating in a feature on the Sites and submitting PII that Aesbus may disclose to third parties and this Privacy Notice has not already advised you of such disclosure, then we will let you know at that time. Aesbus will also give you the opportunity at that time to elect to not have your PII shared with such third parties. If you do not elect to prevent the sharing of your PII with third parties at that time, Aesbus may use it as permitted in this Privacy Notice. However, use of PII is limited to the purposes disclosed when you submit the information.

# Use of Aggregated Data

Aesbus is interested in improving the Sites and may develop and offer new features and services. We monitor aggregated data regarding use of the Sites for marketing purposes and to study, improve and promote use of the Sites. In connection with such purposes, Aesbus may share aggregated data with third parties collectively and in an anonymous way.

Disclosure of aggregated data does not reveal Personally Identifiable Information (PII) about individual Site users in any way that identifies who they are or how to contact them. However, disclosure of aggregated data may include the identity of the company or business to which it relates.

Aesbus will not disclose or otherwise share data which Aesbus knows to be confidential or to be specific competitive, proprietary data regarding the business of a Sites user or the company whose personal information the user has submitted, without the express permission of the user, except to third-party suppliers of Aesbus who need such information and have an agreement with Aesbus that restricts use of such data to those purposes authorized by Aesbus in connection with its business. However, Aesbus may disclose such specific business data, so long as Aesbus does not identify the individual or company to whom it pertains and does not reveal the identity of the person, in the case of PII data.

### Additional Data Disclosure

Aesbus may also disclose information in other situations:

- Aesbus may monitor and, when we believe in good faith that disclosure is required, disclose information to protect the security, property, assets and/or rights of Aesbus from unauthorized use, or misuse, of the Sites or anything found at the Sites, such as information that Aesbus in good faith believes must be disclosed to correct revisions false or misleading information or to address activities that Aesbus believes to be manipulative, deceptive or otherwise in violation of law.
- Aesbus may disclose information when required by law; however, only to the extent necessary and in a manner that seeks to maintain the privacy of the individual.
- Aesbus may disclose and transfer information to a third party who acquires all or a substantial portion of our business, whether
  such acquisition is by way of merger, consolidation or purchase of all or a substantial portion of our assets. In addition, in the
  event we become the subject of a bankruptcy proceeding, whether voluntary or involuntary, Aesbus or our trustee in bankruptcy
  may sell, license or otherwise dispose of such information in a transaction approved by the bankruptcy court. You will be notified
  of sale of all or a substantial portion of Aesbus' business to a third party via email or through a prominent notice posted on the
  Sites.

### Use of Cookies

To enable features at the Sites, Aesbus may assign one or more "cookies" to your Internet browser. Cookies, among other things, speed navigation through our Sites, keep track of information so that you do not have to re-enter it each time you visit our Sites, and may provide you with customized content. A "cookie" is an Internet mechanism composed of a small text file containing a unique identification number that permits a Web server to send small pieces of information or text by means of your browser and place them on your computer's hard drive for storage. This text lets the Web server know if you have previously visited the web page. This information may be used to help us dynamically generate personalized advertising and content specifically tailored for you and also allows us to statistically monitor user traffic on our Sites and the concentration of such traffic in certain areas of our Sites.

The cookies used with our Sites can only be read by the server that placed them. In other words, servers of websites that are not affiliated with our servers cannot retrieve the information contained in the cookies placed by our computers on your computer. Since cookies are only text files, they cannot "run" on your computer and have no ability to search your computer for other information, or transmit information contained on your computer's hard drive to anyone. Most browsers are initially set to accept cookies. However, most browsers also permit you to refuse cookies and can alert you when cookies are being sent and/or allow you to delete these files. Set your browser's guidelines or features accordingly, if you wish to prevent cookies. However, please be aware that if you choose to refuse cookies when you are on these Sites, it is possible that some features of the Sites may not function properly.

# Children's Privacy and Parental Consent

Please be aware that Aesbus has not designed the Sites for, and does not intend for it to be used by, anyone under age 13. Accordingly, the Sites should not be used by anyone under age 13. Should Aesbus inadvertently acquire personal information or other data from users under the age of 13, Aesbus will not knowingly provide this data to any third party for any purpose whatsoever, and any subsequent disclosure would be due to the fact the user under age 13 used the Sites and submitted personal information without solicitation by or permission from Aesbus.

# General Information Regarding Online Privacy and Information You Provide

At Aesbus we strive to protect your privacy and will attempt to comply with every aspect of this Privacy Notice. <u>Unfortunately, it is not possible to ensure the security of the information you send us over the Internet 100% of the time.</u> For example, Aesbus does not generally use encryption and cannot protect against all unauthorized access. Consequently, Aesbus <u>makes no guarantee or warranty</u> with respect to this Privacy Notice, including without limitation, protecting your privacy, the privacy of any company for whom you may be using the Sites, or the confidentiality of information about either of you. Therefore, to the extent permitted by law or regulation, when you supply information to Aesbus, you and any company on whose behalf you supply such information do so at your own risk and you both assume full responsibility for the security, confidentiality and use of such information.

#### Links Provided to Other Sites

It is important to note that Aesbus may provide links to a number of other websites that we believe might offer you useful information and services. However, those sites may not follow the same privacy policies as Aesbus. Therefore, we are not responsible for the privacy policies or the actions of any third parties, including without limitation, any website owners whose sites may be reached through the Sites, nor can we control the activities of those websites.

These links may include links to third parties such as advertisers, content providers and business partners and other suppliers who may (a) use the Aesbus logo and or style as a result of a co-branding agreement, (b) be linked to Aesbus, and/or (c) participate in providing one of the services or features offered through Aesbus. We suggest that you contact the relevant parties controlling these Sites or accessing their on-line policies for the relevant information about their data collection practices.

# Changes to Our Privacy Notice

Because the Internet is a rapidly evolving medium and because our business may change, Aesbus reserves the right to change this Privacy Notice from time to time. You should occasionally return to the posted Privacy Notice to see if any changes have been made and to advise Aesbus as soon as possible if you want Aesbus to cease using any personal information you have submitted. The effective date of the most recent revision is located at the top of this Privacy Notice. If we decide to materially change our Privacy Notice, we will post those changes through a prominent notice on the Sites so that you will always know what information we gather, how we might use that information, and to whom we will disclose it.

### 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.