**Flix U.S. Data Subject Rights Request Form**

Residents in several U.S. states (referred to as “**Data Subject(s)**” in this form) may have certain rights to request information about, or that we limit certain processing of, their personal information/data.

**To make a Data Subject Rights Request to FlixBus, Inc. (“Flix”) complete this form and send it to Flix by email at** **data.protection@flixbus.com**.

We will apply the laws of the state where you are a resident to your request. If your state does not require that we respond to your request, how we choose to respond to your request is in our sole discretion. We only accept requests in the context of human resources and business contacts from California residents. For more information on our data practices see our [U.S. State Privacy Notice](https://www.flixbus.com/privacy-policy#section-41150), or for our California personnel our [California Personnel Privacy Notice](https://www.flixbus.com/california-personnel-privacy-notice).

**Verification.** We may require you to verify your identity for some types of requests. See [Section 2 of our U.S. State Privacy Notice](https://www.flixbus.com/privacy-policy#section-41137) for information on how we verify each specific type of request. After receiving your request, we will review the information you provide on this form and may request additional information (such as transaction history) via email or other means to help us confirm that you are a particular Data Subject.

Flix acknowledges and respects our customers' privacy, and we will try to comply with your request as soon as reasonably practicable and consistent with applicable law. Your rights are subject to exceptions and limitations, which we will explain in our response to you if applicable.

**Cookies.** Due to technical limitations, to opt-out of selling/sharing/targeting of your personal information/data with respect to third party cookies you need to click on the "YOUR PRIVACY CHOICES" link on the footer of <https://www.flixbus.com> and opt-out on each device and browser.

The information you supply will only be used for the purposes of identifying the personal info/data you are requesting and for responding to your request and maintaining related records. To protect data privacy and security, for most requests we will need to verify your identity. Promptly provide us any additional information we request to identify the Data Subject making the request and, if applicable, verify the authority of an agent. If we are unable to verify identity and authority to the requisite level of certainty, we will deny the request. Do NOT send any sensitive personal info/data, including social security numbers or copies of government IDs.

1. **Details of the Data Subject (i.e., the individual whose rights are being exercised)**

*\*\*If Data Subject is a current or former customer of Flix, please skip #1 and go straight to #2.\*\**

|  |
| --- |
| *\*\*Fill out if the Data Subject is NOT a customer of Flix.\*\** |
| Full Name: | Former Names (if applicable): |
| Current Address: | Former address (including dates of change) (if applicable): |
| U.S. state in which the Data Subject resides: | Month and Year of Birth (HR data subjects only): |
| Email address: | Contact Phone Number (during business hours): |

1. **Details of the Data Subject (i.e., the individual whose rights are being exercised)**

|  |
| --- |
| *\*\*Fill out if Data Subject is a current or former customer of Flix\*\**  |
| **Personal Information Provided During Booking Process** |
| First and Last Name (used for booking):  |  Email address (used for booking): |
| Billing Address (used for booking): | Phone Number (used for booking): |
| **Booking Information** |
| Booking Number: | Date of Booking |
| **Trip Details** |
| Date of Trip: |  Departure Location (city and state): Arrival Location (city and state): |
| **Additional Information Needed** |
| U.S. state in which the Data Subject resides: | Contact Phone Number (during business hours) – if different than number used for booking:Contact Email address – if different than email address used for booking: |

1. **Are you the Data Subject?** (*check the box that applies*)

[ ]  I am the Data Subject (i.e., the individual whose rights are being exercised). If this box is checked, no need to complete question 4 below.

[ ]  I am not the Data Subject, but am acting on the Data Subject’s behalf as his/her agent. I have written authority, which I enclose, along with evidence of my identity and address. *If this box is checked, complete question 4 below*.

1. **Details of the person making the request on behalf of a Data Subject (e.g., an agent)**

|  |  |
| --- | --- |
| Name of Individual Making Request: | Name of Entity Making Request (if applicable): |
| Current Address: |  Contact Phone Number (during business hours): |
|  Email Address:  |

1. **Identify the nature of the Data Subject’s relationship with Flix** (*check the box that applies – check only one box please*)

[ ]  A former Flix customer

[ ]  A current Flix customer

[ ]  A current employee of Flix

[ ]  A former employee of Flix

[ ]  A current independent contractor of Flix

[ ]  A former independent contractor of Flix

[ ]  A current applicant for employment with Flix

[ ]  A former applicant for employment with Flix

[ ]  An individual whose personal info/data has been provided to Flix by a person described in one of the checkboxes above (e.g., beneficiary or dependent)

[ ]  A person who either individually or working for another person or entity has or had a business-to-business relationship with Flix (e.g., I interact with Flix in representing a business)

[ ]  Other; please specify

1. **Identify what right(s) you want to exercise. For further information regarding rights, see** [Section 2 of our U.S. State Privacy Notice](https://www.flixbus.com/privacy-policy#section-41137)**.** (*check only one box please*)
2. [ ]  Right to Know (categories (California only))
3. [ ]  Right to Know (access/copies/specific pieces)
4. [ ]  Right to Delete
5. [ ]  Right to Correct (please explain what and why below)
6. [ ]  Right to Opt-Out: Do Not Sell/Share/Target My Non-Cookie Related Personal Information/Data
7. [ ]  Right to Limit Certain Potential Processing of Sensitive Personal Information/Data
(California residents who are Data Subjects in the human resources context only, as set forth in our [California Personnel Privacy Notice](https://www.flixbus.com/california-personnel-privacy-notice))

Please note that if you are making a Data Subject Rights Request and the information you request reveals details directly or indirectly about another person, we will need to seek the consent of that person before we can disclose that information to you. In certain circumstances, where disclosure of part or all of the information you have requested would adversely affect the rights and freedoms of others, we may not be able to disclose the information to you, in which case you will be informed promptly and given reasons for that decision.

Data Subject Rights Requests are subject to certain conditions and exceptions. We will advise you in writing if we are rejecting your request in whole or in part and the reason(s) for doing so.

Flix will typically process Data Subject Rights Requests at no charge. However, we may be permitted to charge a reasonable fee if a Data Subject Rights Request is repetitive or manifestly unfounded or excessive or for requests for further copies of previously provided information. The fee will be based on the administrative cost of providing the information.

1. **Previous Data Subject Rights Requests (if applicable)**

Please note – This section only applies if you have made a previous Data Subject Rights Request to Flix.

|  |  |
| --- | --- |
| Date of previous Request |  |
| Name previous Request was made under |  |

1. **Declaration**

I declare that the information given by me is correct to the best of my knowledge, and that I am entitled to make the request identified above under the terms of applicable privacy laws.

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |

**What happens next?**

We will acknowledge your request in writing and process your Data Subject Rights Request within the time required by applicable privacy laws.

If your request is valid but we are unable to identify you, we will advise you of this and may request additional information. Please promptly respond to such requests.

Virginia, Colorado, and Connecticut residents may appeal Flix’s decision regarding a request by following the instructions in our response to you*.*

**To submit your Data Subject Rights Request, email this completed form to** **data.protection@flixbus.com****.**