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

Residents of various U.S. states (referred to as "**Data Subjects"** in this form) may have certain rights to request information about, or to limit certain processing of, their personal information/data.

**To make a data subject rights request to FlixBus, Inc. ("Flix"), please complete this form and send it to Flix via email at** **data.protection@flixbus.com**.

We will apply the laws of the state in which you reside to your request. If your state does not require us to respond to your request, how we choose to respond to your request is at our sole discretion. We only accept applications in the context of human resources and business contacts from California residents. For more information about our data practices, please see our [U.S. State Privacy Notice](https://www.flixbus.com/privacy-policy#section-41150) or, for our California staff, our [California Staff 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) from you via email or other means to help us confirm that you are a particular data subject.

Flix recognizes and respects the privacy of our customers, and we will attempt to comply with your request as soon as reasonably possible and consistent with applicable law. Your rights are subject to exceptions and limitations, which we will explain to you in our response if applicable.

**Biscuits.** Due to technical limitations, in order to opt out of selling/sharing/targeting your personal information/data with respect to third-party cookies, you must click on the "YOUR PRIVACY CHOICES" link in the footer of [https://www.flixbus.com page](https://www.flixbus.com) and opt-out on a per-device and browser basis.

The information you provide will only be used for the purpose of identifying the personal information/data you request and to respond to your request and maintain related records. To protect data privacy and security, for most requests we will need to verify your identity. Promptly provide us with any additional information we request to identify the Data Subject making the request and, if applicable, verify an agent's authority. If we are unable to verify identity and authority with the required level of certainty, we will deny the request. DO NOT submit any sensitive personal information/data, including social security numbers or copies of government IDs.

1. **Data Subject Data (i.e. the person whose rights are exercised)**

*\*\*If the data subject is a current or former Flix customer, skip #1 and go directly to #2.\*\**

|  |
| --- |
| *\*\*Fill in if the interested party is NOT a Flix customer.\*\** |
| Full name: | Previous names (if applicable): |
| Current Address: | Previous address (including change dates) (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. **Data Subject Data (i.e. the person whose rights are exercised)**

|  |
| --- |
| *\*\*Fill in if the interested party is a current or former Flix customer\*\**  |
| **Personal information provided during the 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: | Booking date |
| **Trip details** |
| Date of travel: |  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 from the number used for booking:Contact email address: if different from the email address used for the booking: |

1. **Are you the interested party?** (*check the appropriate box*)

[ ]  I am the Data Subject (i.e., the person whose rights are being exercised). If this box is checked, you do not need to complete question 4 below.

[ ]  I am not the interested party, but I am acting on your behalf as your agent. I have written authorization, which I enclose, along with evidence of my identity and address. *If this box is checked, please complete question 4 below*.

1. **Details of the person making the request on behalf of a data subject (e.g. an agent)**

|  |  |
| --- | --- |
| Name of the person making the request: | Name of the entity making the 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 appropriate box, check only one box, please*)

[ ]  A former Flix customer

[ ]  A current Flix customer

[ ]  A current Flix employee

[x]  A former Flix employee

[ ]  A current Flix independent contractor

[ ]  A former Flix independent contractor

[ ]  A current job seeker in Flix

[ ]  A former job seeker in Flix

[ ]  An individual whose personal information/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 has had a business-to-business relationship with Flix (e.g., I interact with Flix on behalf of a company)

[ ]  Other; Please specify

1. **Identify which right(s) you wish to exercise. For more information about entitlements, see** [Section 2 of our U.S. State Privacy Notice. USA](https://www.flixbus.com/privacy-policy#section-41137)**.** (*Please check only one box,*)
2. [ ]  Right to Know (categories (California only))
3. [ ]  Right to Know (access/copies/specific pieces)
4. [ ]  Right to erasure
5. [ ]  Right to correct (explain what and why below)
6. [ ]  Right to opt-out: Do not sell/share/target me Cookieless Related Personal Information/Data
7. [ ]  Right to limit certain potential processing of sensitive personal information/data
(California residents who are Data Subjects only in the context of human resources, as set forth in our [California Staff 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 directly or indirectly reveals details about another person, we will need to seek that person's consent before we can disclose that information to you. In certain circumstances, where disclosure of some or all of the information you have requested adversely affects 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 the reasons for that decision will be explained to you.

Data subject rights requests are subject to certain conditions and exceptions. We will inform you in writing whether we reject your request in whole or in part and the reasons for doing so.

Typically, Flix will process data subject rights requests free of 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 additional 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 that this section only applies if you have made a prior data subject rights request to Flix.

|  |  |
| --- | --- |
| Date of previous request |  |
| Previous name the request was made under |  |

1. **Declaration**

I represent that the information provided by me is correct to the best of my knowledge, and that I have the right to make the request identified above under the terms of applicable privacy laws.

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

**What happens next?**

We will acknowledge receipt of 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 cannot identify you, we will inform you of this and may request additional information from you. Please respond promptly to such requests.

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

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