# PRIVACY POLICY AND DATA PROTECTION RIGHTS

TRAVEL ASSISTANCE LLC("[TravelAssistance]," "we" or "us") value your privacy. This Privacy Policy applies to our website https://travelassist.site (the "Site"), as well as the Services, which are accessible through the Site. This privacy policy (the "Privacy Policy"), therefore, intends to inform you about how the Company Group entities, acting as data controller, collect and process your personal data that you submit or disclose to us. We also act as data controller when we process your personal data received or obtained through third-parties. In this Privacy Policy ("Policy"), we describe how we collect, use, and disclose information that we obtain about visitors to our Site and users of our Services.

By visiting the Site or using our Services, you agree that your personal information will be handled as described in this Policy. Your use of our Site and Services, and any dispute over privacy is subject to this Policy and our Terms of Service, including its applicable limitations on damages and the resolution of disputes.

We encourage you to read this Privacy Policy carefully. If you do not wish your personal data to be used by us as set out in this Privacy Policy, please do not provide us with your personal data. Please note that in such a case, we may not be able to provide you with our services, you may not have access to and/or be able to use some features of the Website, and your customer experience may be impacted.

#### WHAT ARE YOUR DATA PROTECTION RIGHTS?

We would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

- ✓ **The right to access** You have the right to request Our Company for copies of your personal data.
- ✓ The right to rectification You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.
- ✓ **The right to erasure** You have the right to request that Our Company erase your personal data, under certain conditions.
- ✓ **The right to restrict processing** You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

- ✓ The right to object to processing You have the right to object to Our Company's processing of your personal data, under certain conditions.
- ✓ **The right to data portability** You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: **privacy@ travelassist.site** 

# HOW WE USE THE INFORMATION WE COLLECT

We use information that we collect about you or that you provide to us, including any Personal Data:

- To present our website and its contents to you.
- To register and service your account with us.
- To provide and improve the products and services we offer to you.
- To provide you with information, products, or services that you request from us.
- To administer surveys and promotions.
- To process, fulfill, and administer transactions and orders for products and services ordered by you.
- To contact you in response to a request.
- To enhance and improve our website and our applications.
- To fulfill any other purpose for which you provide it.
- To carry out our obligations and enforce our rights arising from any contracts entered into between you and us, including for billing and collection.
- To notify you about changes to our website, our application, or any products or services we offer or provide through them.
- In any other way we may describe when you provide the information, and for any other purpose with your consent.

#### LAWFUL BASIS FOR THE PROCESSING

Generally, we process personal information provided by visitors through our website based on consent.

We may also process personal information on other bases permitted by the GDPR and applicable laws, such as when the processing is necessary for us to comply with our legal obligations.

# INFORMATION WE COLLECT

As you use the Site or the Services, certain information may be passively collected by Cookies, navigational data like Uniform Resource Locators (URLs) and third-party tracking services, including:

# CATEGORIES OF PERSONAL INFORMATION

We process the following information when provided voluntarily by our website visitors or anyone using our services:

INFORMATION	PURPOSE	NOTES
Name	Required information – needed to complete the transactions	
Last Name	Required information – needed to complete the transactions	
Date of Birth	Required information – needed to complete the transactions and for verification purposes	
Gender	Required information – needed to complete the transactions	May be a requirement for some products or services
Email Address	Required information – needed to complete the transactions and also for communications, as needed	
Identification (passport preferred)	Required information – needed to complete the transactions and for verification purposes	
Country of Residence	Required information – needed to complete the	

	transactions and for verification purposes	
Postal Address	May be required to complete the transactions	May be a requirement for some products or services
Telephone number (mobile number preferred)	Required information – needed to complete the transactions and also for communications, as needed	The user can opt to receive the link for the download of services contracted on the phone registered with us
Health Information	Some products offered may require this information and is also needed to complete transactions	May be a requirement for some products or services
Additional Contact Information	We collect information of relatives, partner, friend so as to be contacted in case of an emergency	Name, email address and/or phone number

We also process automatically gathered information as described in our **Cookies Section** of this document.

# SITE ACTIVITY INFORMATION

We may keep track of some of the actions you take on the Site, such as the content of searches you perform on the Site.

# **IP ADDRESSES**

IP Addresses, which we treat as personal data, are collected. The full IP address is captured in the application logs but deleted after 10 days. A truncated version of the IP address (i.e., last octet dropped) and one-way hashed IP addresses are securely transmitted to the US for use in preparing customer-analytics reports.

IP Addresses may be used to help determine geolocation at city, town, country or DMA level.

The IP addresses are anonymized (ip-masking) and used for statistical purposes; person-related evaluation of the IP addresses is impossible.

# ACCESS DEVICE AND BROWSER INFORMATION

When you access the Site from a computer or other device, we may collect anonymous information from that device, such as your Internet protocol address, browser type, connection speed and access times (collectively, "Anonymous Information").

#### MOBILE SERVICES

We may collect non-personal information from your mobile device or computer. This information is generally used to help us deliver the most relevant information to you. Examples of information that may be collected and used include how you use the application(s) and information about the type of device or computer you use. In addition, in the event our application(s) crashes on your mobile device we will receive information about your mobile device model software version and device carrier, which allows us to identify and fix bugs and otherwise improve the performance of our application(s).

# ANALYTICS TOOLS

In accordance to art. 6 para. 1 lit. a GDPR, we are employing Google Analytics, a service by Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA, ("Google"). In this context pseudonymous user profiles are created and cookies are used (as described under clause 10). The information stored by the cookie, such as browser-type/-version, operating system, referrer-URL (the previously visited site), hostname of the accessing device (IP address) and the timestamp of the server request are transferred to a server operated by Google for storage.

The information generated relating to our website is used to create reports about the use of platform to improve our website and tailor our services to your needs.

We use tools such as Google Analytics to help analyze how users use the Site. Such third parties may use cookies, APIs, and SDKs in our services to enable them to collect and analyze user and device related data and information on our behalf.

Google Analytics use Cookies to collect information such as how often users visit the Site, what pages they visit, and what other sites they used prior to coming to the Site. We use the information we get to improve our Site and Services.

#### **STATISTICS**

The website uses a minimal build of Google Analytics, a service which transmits website traffic data to Google servers in the United States and allows us to notice trends to improve the user experience on our website. This minimal build processes personal data such as: the unique User ID set by Google Analytics, the date and time, the title of the page being viewed, the URL of the page being viewed, the URL of the page that was viewed prior to the current page, the screen resolution, the time in local time zone, the files that were clicked on and downloaded, the links clicked on to an outside domain, the type of device, and the country, region, and city.

You may opt out of this tracking at any time by activating the "Do Not Track" setting in your browser.

Although Google Analytics plants a persistent Cookie on your web browser to identify you as a unique user the next time you visit the Site, the Cookie cannot be used by anyone but Google. Google's ability to use and share information collected by Google Analytics about your visits to the Site is restricted by the Google Analytics Terms of Use and the Google Privacy Policy. You may prevent your data from being used by Google Analytics by downloading and installing the Google Analytics Opt-out Browser Add-on, available at https://tools.google.com/dlpage/gaoptout/

# HOW WE PROTECT YOUR PERSONAL DATA

We use reasonable security procedures to protect against unauthorized or unlawful access, processing, disclosure, alteration, destruction or accidental loss of your personal data.

We limit access to and use of your personal data to authorized persons. When your personal data is no longer needed, we will securely destroy your personal data.

#### IMPORTANT DEFINITIONS

When we use the term "Personal Information" in this Privacy Policy, we mean information about you that is personally identifiable to you, such as your contact information (e.g., name, address, email address, or telephone number), personally identifiable health or medical information ("Health Information"), and any other non-public information that is associated with such information.

When we use the term "De-Identified Information", we mean information that is neither used nor intended to be used to personally identify an individual. When we use the term "Cookies", we mean the small pieces of information that a Site sends to your browser while you are viewing a website.

#### CHILDREN UNDER AGE 18

We do not knowingly collect and process information on children under eighteen (18) without permission and consent of their parent(s). If we discover that we have collected and processed the personal data of a child under eighteen (18) directly, or the equivalent minimum age depending on the concerned jurisdiction, we will take steps to delete the information as soon as possible. If you become aware that a child under eighteen (18) has provided us with personal data directly, please contact us immediately by using the contact address specified under this Privacy Policy. Only his/her parents or guardians can create accounts per use the platform.

#### YOUR EMAIL ADDRESS

Email address information is only collected when a user communicates with us via email or when the user volunteers this information, such as in a survey and/or registration on the site. If you do not want to receive information from us via email, please let us know by checking the proper option in an any of our contacts forms or by contacting us at the address shown above.

#### YOUR TELEPHONE NUMBER

If you supply us with your telephone numbers online, you will only receive telephone contact from us with information regarding your connection or for providing you with the services you have placed online.

# **COOKIES**

Cookies are pieces of information stored directly on the computer you are using. Cookies allow us to recognize your computer and to collect information such as internet browser type, time spent on the Site, pages visited, and language preferences. We may use the information for security purposes, to facilitate navigation, to display information more effectively, to personalize your experience while visiting the Site, or to gather statistical information about the usage of the Site.

We may use both session Cookies (which expire once you close your web browser) and persistent Cookies to make the Site and Services easier to use, to make our advertising better, and to protect both you and our company.

#### How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

#### What types of cookies do we use?

There are several different types of cookies, however, our website uses:

- Functionality Our Company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- Advertising We <u>don't</u> share the information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address with third party companies.

#### How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

#### AD SERVERS

We do not partner with or have special relationships with any ad server companies.

#### YOUR RIGHTS

Upon request we provide site visitors with access to all information (including proprietary information) that we maintain about them, including financial information (e.g., credit card account information)

Unique identifier information (e.g., customer number or password) transaction information (e.g., dates on which customers made purchases, amounts and types of purchases) communications that

the consumer/visitor has directed to our site (e.g., emails, customer inquiries) contact information (e.g., name, address, telephone number)

You may modify registration information that you have submitted by logging into your account and updating your profile information. Please note that copies of information that you have updated, modified, or deleted may remain viewable in cached and archived pages of the Site for a period of time.

Upon request we offer visitors the ability to have inaccuracies corrected in any such information. Consumers can have this information corrected by writing to us at the address shown above.

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at any time in the future, we will notify you of them via our website. You will be given the opportunity to opt out of these new uses. If you are concerned about how your information is used, you should check our website regularly.

If you feel that this site is not following its stated information policy, please contact us at the address shown above.

#### HOW DO WE STORE YOUR DATA?

Our Company securely stores your data at two locations (Michigan and Florida) in the United States of America, please refer to the following paragraph regarding all security precautions that are taken to maintain your information secure.

You can also, check our retention policy regarding your data anywhere in this document.

#### SITE SECURITY

We have implemented reasonable technical, physical, administrative, and organizational safeguards designed to secure your Personal Data from accidental loss and from unauthorized access, use, alteration, and disclosure. We use encryption technology for information sent and received by us. The pages on which this information is exchanged are hosted on a secure server.

Please be aware that despite our efforts, no data security measures can guarantee 100% security. You should take steps to protect against unauthorized access to your password, phone, and computer by, among other things, signing off after using a shared computer, choosing a robust password that nobody else knows or can easily guess, and keeping your log-in and password private. We are not responsible for any lost, stolen, or compromised passwords or for any activity on your account via unauthorized password activity.

Please remember, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

We will take appropriate technical, physical, legal and organizational measures, which are consistent with applicable privacy and data security laws.

If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any Personal Information you might have with us has been compromised), please immediately notify us.

# PRIVACY POLICIES OF OTHER WEBSITES

We can provide as a service or for further information and or legal requirements links to websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

#### CHANGES TO OUR PRIVACY POLICY

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on August, 27 2023.

# INFORMATION FOR USERS ACCESING OUR SERVICES FROM THE EUROPEAN ECONOMIC AREA (EEA)

This notice is for people who are located in the European Economic Area ("EEA") Our processing of personal data of people who are in the EEA is governed by the General Data Protection Regulation (the "GDPR"), which applies from May 25, 2018. The GDPR requires us to provide certain information to you about your personal data, which we refer to in this notice as your personal information. This supplements the information that we already disclosed in this document.

# INFORMATION REGARDING THE TRANSFERS OF PERSONAL DATA OUTSIDE OF THE EUROPEAN ECONOMIC AREA (EEA)

ILSTECHNIK main administrative offices are based in the USA and that's where we process personal information collected through our website. When you provide personal information to us, we request your consent to transfer that personal information to the USA. The USA does not have an adequacy decision from the European Commission, which means that the Commission has not determined that the laws of the USA provide adequate protection for personal information. Although the laws of the USA do not provide legal protection that is equivalent to EU data protection laws, we safeguard your personal information by treating it in accordance with this GDPR Privacy Notice. We take appropriate steps to protect your privacy and implement reasonable security measures to protect your personal information in storage. We use secure transmission methods to collect personal data through our website.

# RETENTION PERIOD FOR PERSONAL INFORMATION

How long we retain personal information varies according to the type of information in question and the purpose for which it is used. We delete personal information within a reasonable period after we no longer need to use it for the purpose for which it was collected (or for any subsequent purpose that is compatible with the original purpose). This does not affect your right to request that we delete your personal data before the end of its retention period. We may archive personal data (which means storing it in inactive files) for a certain period prior to its final deletion, as part of our ordinary business continuity procedures.

Notwithstanding the other provisions of this Section, we will retain documents (including electronic documents) containing personal data:

- To the extent that we are required to do so by law.
- If we believe that the documents may be relevant to any ongoing or prospective legal proceedings; and

• In order to establish, exercise, or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).

# YOUR RIGHTS TO ACCESS, CORRECT, RESTRICT OR DELETE YOUR PERSONAL DATA AND OBJECT TO PROCESSING

You have the right to request access to your personal data, to have your personal data corrected, restricted or deleted, and to object to our processing of your personal data. You may also have the right of data portability, which means that you can request that we provide you (or a third party you designate) with a transferable copy of personal information that you have provided to us. Your rights may be subject to various limitations under the GDPR. If you wish to exercise any of these rights, or if you have any concerns about our processing of your personal data, please contact us in any of the ways listed in the section "How to Contact Us" in our general Privacy Notice.

#### DATA BREACH AND OTHER DATA INCIDENTS

Upon becoming aware of an accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to Customer Data, including Personal Data, transmitted, stored or otherwise Processed by ILSTECHNIK, Inc. or its Sub-processors ("Security Incident"), ILSTECHNIK, Inc. shall notify Customer without undue delay and pursuant to the terms of the Agreement, but within no more than seventy two (72) hours, and shall provide such timely information as Customer may reasonably require to enable

Customer to fulfil any data breach reporting obligations under EU Data Protection Legislation. ILSTECHNIK, Inc. shall make reasonable efforts to identify the cause of such Security Incident and take those steps as ILSTECHNIK, Inc. deems necessary and reasonable in order to remediate the cause of such Security Incident to the extent the remediation is within ILSTECHNIK, Inc.'s reasonable control. The obligations herein shall not apply to incidents that are caused by Customer or Customer's Users.

# DATA PROTECTION AGREEMENT

# **DEFINITIONS**

- a. "Affiliate" means any entity that directly or indirectly controls, is controlled by, or is under common control with the subject entity. "Control," for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.
- b. "Authorized Affiliate" means any of Customer's Affiliate(s) which (a) is subject to the data protection laws and regulations of the European Union, the European Economic Area and/or their member states, Switzerland and/or the United Kingdom, and (b) is permitted to use the Services pursuant to the Agreement between Customer and ILSTECHNIK, Inc., but has not signed its own Order Form with ILSTECHNIK, Inc. and is not a "Customer" as defined under the Agreement.
- c. "Controller" means the entity which determines the purposes and means of the Processing of Personal Data.
- d. "Customer Data" means what is defined in the Agreement as "Customer Data" or "Your Data."
- e. "Data Protection Laws and Regulations" means all laws and regulations, including laws and regulations of the European Union, the European Economic Area and their member states, Switzerland and the United Kingdom, applicable to the Processing of Personal Data under the Agreement.
- f. "Data Subject" means the identified or identifiable person to whom Personal Data relates.
- g. "GDPR" means the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
- h. "Personal Data" means any information relating to (i) an identified or identifiable natural person and, (ii) an identified or identifiable legal entity (where such information is protected similarly as personal data or personally identifiable information under applicable Data Protection Laws and Regulations), where for each (i) or (ii), such data is Customer Data.
- i. "Processing" means any operation or set of operations which is performed upon Personal Data, whether or not by automatic means, such as collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
- j. "Processor" means the entity which Processes Personal Data on behalf of the Controller.
- k. "ILSTECHNIK, Inc." means the ILSTECHNIK entity set forth in the Agreement which is a party to this
- I. "ILSTECHNIK, Inc. Group" means ILSTECHNIK, Inc. and its Affiliates engaged in the Processing of Personal Data.
- m. "Customer" means the Customer set forth in the Agreement and which is a party to this DPA.

- n. "Standard Contractual Clauses" means the agreement executed by and between Customer and ILSTECHNIK, Inc. and attached hereto as Schedule 2 pursuant to the European Commission's decision (C(2010)593) of 5 February 2010 on Standard Contractual Clauses for the transfer of personal data to processors established in third countries which do not ensure an adequate level of data protection.
- o. "Sub-processor" means any Processor engaged by ILSTECHNIK, Inc. or a member of the ILSTECHNIK, Inc. Group.
- p. "Supervisory Authority" means an independent public authority which is established by an EU Member State pursuant to the GDPR.

#### PROCESSING OF PERSONAL DATA

- a. **Roles of the Parties**. The parties acknowledge and agree that with regard to the Processing of Personal Data, Customer is the Controller, ILSTECHNIK, Inc. is the Processor and that ILSTECHNIK, Inc. or members of the ILSTECHNIK, Inc. Group will engage Sub-processors pursuant to the requirements set forth in Section 5 "Sub-processors" below.
- b. **Customer's Processing of Personal Data**. Customer shall, in its use of the Services, Process Personal Data in accordance with the requirements of Data Protection Laws and Regulations. For the avoidance of doubt, Customer's instructions for the Processing of Personal Data shall comply with Data Protection Laws and Regulations. Customer shall have sole responsibility for the accuracy, quality, and legality of Personal Data and the means by which Customer acquired Personal Data and shall indemnify, defend and hold harmless any claim, damages or fine against ILSTECHNIK, Inc. arising from any failure to acquire or use the Personal Data with legal consent or legitimate business purpose or in violation of any data protection legal requirement.
- c. ILSTECHNIK, Inc.'s Processing of Personal Data. ILSTECHNIK, Inc. shall treat Personal Data as Confidential Information and shall only Process Personal Data on behalf of and in accordance with Customer's documented instructions for the following purposes: (i) Processing in accordance with the Agreement and applicable Order Form(s); (ii) Processing initiated by Users in their use of the Services; and (iii) Processing to comply with other documented reasonable instructions provided by Customer (e.g., via email) where such instructions are consistent with the terms of the Agreement.
- d. Details of the Processing. The subject-matter of Processing of Personal Data by ILSTECHNIK, Inc. is the performance of the Services pursuant to the Agreement. The duration of the Processing, the nature and purpose of the Processing, the types of Personal Data and categories of Data Subjects Processed under this DPA are further specified in Schedule 1 (Details of the Processing) to this DPA.

# Rights of Data Subject

Data Subject Requests. ILSTECHNIK, Inc. shall, to the extent legally permitted, promptly notify Customer if ILSTECHNIK, Inc. receives a request from a Data Subject to exercise the Data Subject's right of access, right to rectification, restriction of Processing, erasure ("right to be forgotten"), data portability, object to the Processing, or its right not to be subject to an automated individual decision making ("Data Subject Request"). Taking into account the nature of the Processing, ILSTECHNIK, Inc.

shall assist Customer by appropriate technical and organizational measures, insofar as this is possible, for the fulfilment of Customer's obligation to respond to a Data Subject Request under Data Protection Laws and Regulations. In addition, to the extent Customer, in its use of the Services, does not have the ability to address a Data Subject Request, ILSTECHNIK, Inc. shall upon Customer's request provide commercially reasonable efforts to assist Customer in responding to such Data Subject Request, to the extent ILSTECHNIK, Inc. is legally permitted to do so and the response to such Data Subject Request is required under Data Protection Laws and Regulations. To the extent legally permitted, Customer shall be responsible for any costs arising from ILSTECHNIK, Inc.'s provision of such assistance.

# HOW TO CONTACT US

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your privacy protection rights, please do not hesitate to contact us.

Email us at: privacy@travelassist.site

Or write to us at:

TRAVEL ASSISTANCE LLC

Address: 1571 Sawgrass Corporate Parkway suite 100 Sunrise, FL 33323

WebPage: https://travelassist.site

Email: privacy@travelassist.site

If you have any questions about our Data Processing Policy, and you are located in the *European Economic Area ("EEA")*, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

#### **ILSTECHNIK**

c/o Data Privacy Director

Address: 1571 Sawgrass Corporate Parkway suite 100 Sunrise, FL 33323

WebPage: https://ilsols.com

Email: privacy@ilsols.com

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